SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEM
OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30

1. REQUISITION NUMBER

PAGE 1 OF 87

2. CONTRACT NO. NNK08OP06B

3. AWARD/ EFFECTIVE DATE Block 31c

4. ORDER NUMBER

5. SOLICITATION NUMBER NNK08217230R

6. SOLICITATION ISSUE DATE 12/07/200

7. FOR SOLICITATION INFORMATION CALL: NAME Richard M. Johanboeke

8. TELEPHONE NUMBER (No collect calls) 321-867-0586

9. OFFER DUE DATE/LOCAL TIME 01/07/2008 1000 LT

9. ISSUED BY CODE KSC

NASA/John F. Kennedy Space Center
Office of Procurement
MAIL CODE OP
KENNEDY SPACE CENTER FL 32899

10. THIS ACQUISITION IS
☐ UNRESTRICTED OR ☒ SET ASIDE 100.00 % FOR:
☐ SMALL BUSINESS ☐ EMERGING SMALL BUSINESS
NAICS: 561110
☐ HUBZONE SMALL BUSINESS
SIZE STANDARD: $6.50
☐ SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS ☒ 8(A)

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED ☐ SEE SCHEDULE

12. DISCOUNT TERMS NET 30 DAYS

☒ 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)

13b. RATING DO-C9

14. METHOD OF SOLICITATION ☐ RFQ ☐ IFB ☒ RFP

15. DELIVER TO CODE KSC

NASA/Kennedy Space Center
KENNEDY SPACE CENTER FL 32899

16. ADMINISTERED BY CODE KSC

NASA/Kennedy Space Center
Office of Procurement
MAIL CODE OP
KENNEDY SPACE CENTER FL 32899

17a. CONTRACTOR/ OFFEROR CODE 3YHS3 FACILITY CODE

REDE/Critique
3525 N. Causeway Blvd., Suite 609
Metairie, LA 70002

DUNS 153905836

TELEPHONE NO. 504-834-0264

☐ 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER

18a. PAYMENT WILL BE MADE BY CODE

FINANCIAL MGMT DIVISION (FMD)
Accounts Payable
Bldg 1111, Road C
Stennis Space Center, MS 39529
Email: NSSC-AccountsPayable@nasa.gov
Fax: 866-779-6772

18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED ☐ SEE ADDENDUM

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	INCO TERMS 2: DESTINATION				
001	The Contractor shall provide KSC Institutional Support Services in accordance with the specific Statements of Work authorized on subsequent task orders.				

(Use Reverse and/or Attach Additional Sheets as Necessary)

25. ACCOUNTING AND APPROPRIATION DATA
N/A

26. TOTAL AWARD AMOUNT (For Govt. Use Only)
NTE $5,000,000.00

☒ 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA ☐ ARE ☐ ARE NOT ATTACHED
☒ 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA ☒ ARE ☐ ARE NOT ATTACHED

☒ 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 2 COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.

☐ 29. AWARD OF CONTRACT: REF REDE/Critique OFFER DATED 01-05-08 YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:

30a. SIGNATURE OF OFFEROR/CONTRACTOR
Hubert D. Glover

31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)
Marlo F. Krisberg

30b. NAME AND TITLE OF SIGNER (Type or print)
Dr. Hubert D. Glover, President CEO

30c. DATE SIGNED 01 05 08

31b. NAME OF CONTRACTING OFFICER (Type or print)
Marlo Krisberg

31c. DATE SIGNED 3-14-08

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION IS NOT USABLE

STANDARD FORM 1449 (REV. 3/2005)
Prescribed by GSA - FAR (48 CFR) 53.212

19 ITEM NO	20 SCHEDULE OF SUPPLIES/SERVICES	21 QUANTITY	22 UNIT	23 UNIT PRICE	24 AMOUNT

32a. QUANTITY IN COLUMN 21 HAS BEEN

☐ RECEIVED ☐ INSPECTED ☐ ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS ☐ NOTED:

32b SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
32e MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE		32f TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE
		32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33 SHIP NUMBER	34 VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36 PAYMENT	37 CHECK NUMBER
☐ PARTIAL ☐ FINAL			☐ COMPLETE ☐ PARTIAL ☐ FINAL	
38 S/R ACCOUNT NUMBER	39 S/R VOUCHER NUMBER	40 PAID BY		

41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT		42a RECEIVED BY (Print)	
41b SIGNATURE AND TITLE OF CERTIFYING OFFICER	41c. DATE	42b. RECEIVED AT (Location)	
		42c DATE REC'D (YY/MM/DD)	42d TOTAL CONTAINERS

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Contract Table 1.3.1 · Billable Rate Schedule NNK08OP06B

	Labor Category	Base Period	Overtime Rate	Option 1	Overtime Rate	Option 2	Overtime Rate	Option 3	Overtime Rate	Option 4	Overtime Rate
	Subject to Service Contract Act										
1	ACCOUNTING CLERK I										
2	ACCOUNTING CLERK II										
3	ACCOUNTING CLERK III										
4	ADMINISTRATIVE ASSISTANT										
5	COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR										
6	COMPUTER SYSTEMS ANALYST I										
7	COMPUTER SYSTEMS ANALYST II										
8	COMPUTER SYSTEMS ANALYST III										
9	GENERAL CLERK I										
10	GENERAL CLERK II										
11	GENERAL CLERK III										
12	PERSONNEL ASSISTANT I										
13	PERSONNEL ASSISTANT II										
14	PERSONNEL ASSISTANT III										
15	SECRETARY I										
16	SECRETARY II										
17	SECRETARY III										
	EXEMPT from Service Contract Act										
1	ACCOUNTANT I	$									
2	ACCOUNTANT II	$									
3	ACCOUNTANT III	$									
4	BUSINESS MANAGEMENT SUPPORT	$									
	HR ASSISTANT	$									
6	HR OPERATIONS ASSISTANT	$									
7	INFORMATION TECHNOLOGY SPECIALIST	$									
8	Logistics Specialist	$									
9	PROCUREMENT ANALYST	$									
10	PROCUREMENT BUSINESS SYSTEMS SUPPORT I (PBSS I)										
11	PROCUREMENT BUSINESS SYSTEMS SUPPORT II (PBSS II)										
12	PROCUREMENT SPECIALIST										
13	Program Analyst I (E)										
14	Program Analyst II (E)										
15	Program Manager (E)										
16	Project Management and Change Management Consultant										
17	RECORDS MANAGEMENT SPECIALIST	$									
18	RESOURCE ANALYST I	$									
19	SAP CONSULTANT	$									
20	SENIOR INTERNAL CONTROLS ANALYST	$									
21	SENIOR RESOURCE ANALYST	$									
22	TRAINING ASSISTANT (ADMIN SUPPORT)	$									
23	TRAINING COORDINATOR	$									
24	TRAINING INSTRUCTOR	$									
25	TRAINING INSTRUCTOR LEAD	$									
26	TRAINING MANAGER	$									
	TRAINING SPECIALIST (ADMIN SUPPORT)	$									
28	TRAINING SPECIALIST (COMPUTER SUPPORT)	$									
29	TRAINING SPECIALIST LEAD	$									

* The contractor shall submit a request for approval of overtime to the Contracting Officer prior to any overtime worked

Contract Table 1.3.2
Contract Value & NTE Limitation

Task Orders		Status (Open or Closed)	Order Values		Cum. Total NTE Contract Value
Base Period					
Number	Title		NTE	Final	
TBD					
TBD					
TBD					
TBD					
TBD					
TBD					
TBD					
TBD					
TBD					
TBD					
TBD					
TBD					
TBD					
TBD					
TBD					
TBD					
TBD					
TBD					
TBD					
TBD					
Subtotal contract value for the period*:			TBD		TBD

*Sum of open orders plus completed orders for the period.

1.4 Position Descriptions

The position descriptions for the labor categories priced in this contract are listed in Attachment 3 "Position Descriptions".

SECTION 2 - ADDENDUM TO 52.212-4, CONTRACT TERMS AND CONDITIONS - COMMERCIAL ITEMS

2.1 52.204-4 PRINTED OR COPIED DOUBLE-SIDED ON RECYCLED PAPER. (AUG 2000)

2.2 52.204-9 PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL. (SEP 2007)

(a) The Contractor shall comply with agency personal identity verification procedures identified in the contract that implement Homeland Security Presidential Directive-12 (HSPD-12), Office of Management and Budget (OMB) guidance M-05-24, and Federal Information Processing Standards Publication (FIPS PUB) Number 201.

(b) The Contractor shall insert this clause in all subcontracts when the subcontractor is required to have routine physical access to a Federally-controlled facility and/or routine access to a Federally-controlled information system.

PIV Card Issuance Procedures in accordance with FAR clause 52.204-9, Personal Identity Verification of Contractor Personnel

FIPS 201 Appendix A graphically displays the following procedure for the issuance of a PIV credential.

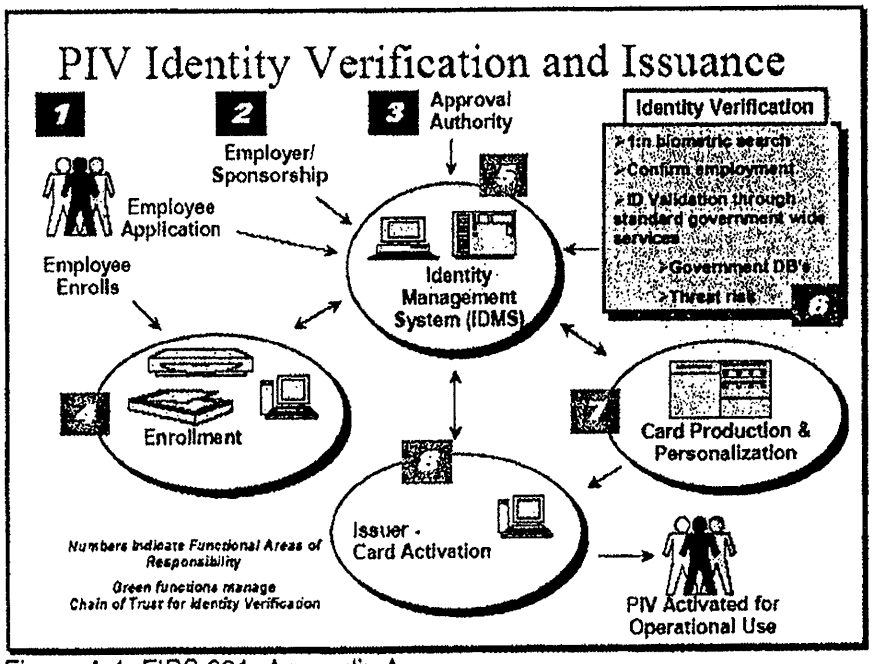

Figure A-1, FIPS 201, Appendix A

The following steps describe the procedures for the NASA Personal Identity Verification Card Issuance (PCI) of a PIV credential:

Step 1:

The Contractor's Corporate Security Officer (CSO), Program Manager (PM), or Facility Security Officer (FSO) submits a formal letter that provides a list of contract employees (applicant) names requesting access to the NASA Contracting Officer's Technical Representative (COTR). In the case of a foreign national applicant, approval through the NASA Foreign National Management System (NFNMS) must be obtained for the visit or assignment before any processing for a PIV credential can take place. Further, if the foreign national is not under a contract where a COTR has been officially designated, the foreign national will provide the information directly to their visit/assignment host, and the host sponsor will fulfill the duties of the COTR mentioned herein. In each case, the letter shall provide notification of the contract or foreign national employee's (hereafter the "applicant") full name (first, middle and last), social security number (SSN) or NASA Foreign National Management System Visitor Number if the foreign national does not have a SSN, and date of birth. If the contract employee has a current satisfactorily completed National Agency Check with Inquiries (NACI) or an equivalent or higher degree of background investigation, the letter shall indicate the type of investigation, the agency completing the investigation, and date the investigation was completed. Also, the letter must specify the risk/sensitivity level associated with the position in which each applicant will be working (NPR 1600.1, §4.5 is germane) Further, the letter shall also acknowledge that contract employees may be denied access to NASA information or information systems based on an unsatisfactory background investigation/adjudication. .

After reviewing the letter for completeness and concurring with the risk/sensitivity levels, the COTR/host must forward the letter to the Center Chief of Security (CCS). The CCS shall review the OPM databases (e.g., DCII, PIP, et al.), and take appropriate steps to validate the applicant's investigation status. Requirements for a NACI or other investigation shall be initiated only if necessary.

Applicants who do not currently possess the required level of background investigation shall be directed to the e-QIP web site to complete the necessary background investigation forms online. The CCS shall provide to the COTR/host information and instructions on how to access the e-QIP for each contract or foreign national employee requiring access

Step 2:
Upon acceptance of the letter/background information, the applicant will be advised that in order to complete the investigative process, he or she must appear in-person before the authorized PIV registrar and submit two forms of identity source documents in original form. The identity source documents must come from the list of acceptable documents included in Form I-9, Employment Eligibility Verification, one which must be a Federal[1] or State issued picture identification. Fingerprints will be taken at this time. The applicant must appear **no later than** the entry on duty date.

When the applicant appears, the registrar will electronically scan the submitted documents; any document that appears invalid will be rejected by the registrar. The registrar will capture electronically both a facial image and fingerprints of the applicant. The information submitted by the applicant will be used to create or update the applicant identity record in the Identity Management System (IDMS).

Step 3:
Upon the applicant's completion of the investigative document, the CCS reviews the

[1] A non-PIV government identification badge, including the NASA Photo Identification Badge, MAY NOT BE USED for the original issuance of a PIV vetted credential

information, and resolves discrepancies with the applicant as necessary. When the applicant has appeared in person and completed fingerprints, the package is electronically submitted to initiate the NACI. The CCS includes a request for feedback on the NAC portion of the NACI at the time the request is submitted.

Step 4:
Prior to authorizing physical access of a contractor employee to a federally-controlled facility or access to a Federal information system, the CCS will ensure that a check has been performed with the National Crime Information Center (NCIC) and Interstate Identification Index. In the case of a foreign national, a national check of the Bureau of Immigration and Customs Enforcement (BICE) database will be performed for each applicant. If this process yields negative information, the CCS will immediately notify the COTR/host of the determination regarding access made by the CCS.

Step 5:
Upon receipt of the completed NAC, the CCS will update IDMS from the NAC portion of the NACI and indicate the result of the suitability determination. If an unsatisfactory suitability determination is rendered, the COTR will advise the contractor that the employee is being denied physical access to all federally-controlled facilities and Federal information systems.

Based on a favorable NAC and NCIC/III or BICE check, the CCS will authorize the issuance of a PIV federal credential in the Physical Access Control System (PACS) database. The CCS, based on information provided by the COTR/host, will determine what physical access the applicant should be granted once the PIV issues the credential.

Step 6:
Using the information provided by the applicant during his or her in-person appearance, the PIV card production facility creates and instantiates the approved PIV card for the applicant with an activation date commensurate with the applicant's start date.

Step 7:
The applicant proceeds to the credential issuance facility to begin processing for receipt of his/her federal credential.

The applicant provides to the credential issuing operator proof of identity with documentation that meets the requirements of FIPS 201 (DHS Employment Eligibility Verification (Form I-9) documents. These documents **must** be the same documents submitted for registration.

The credential issuing operator will verify that the facial image, and optionally reference finger print, matches the enrollment data used to produce the card. Upon verification of identity, the operator will locate the employee's record in the PACS database, and modify the record to indicate the PIV card has been issued. The applicant will select a PIN for use with his or her new PIV card. Although root data is inaccessible to the operator, certain fields (hair color, eye color, et al.) may be modified to more accurately record the employee's information.

The applicant proceeds to a kiosk or other workstation to complete activation of the PIV card using the initial PIN entered at card issuance.

ALTERNATIVE FOR APPLICANTS WHO DO NOT HAVE A COMPLETED AND ADJUDICATED NAC AT THE TIME OF ENTRANCE ON DUTY

Steps 1 through 4 shall be accomplished for all applicants in accordance with the process described above. If the applicant is unable to appear in person until the time of entry on duty, or does not, for any other reason, have a completed and adjudicated NAC portion of the NACI at the time of entrance on duty, the following interim procedures shall apply.

1. If the documents required to submit the NACI have not been completed prior to EOD, the applicant will be instructed to complete all remaining requirements for submission of the investigation request. This includes presentation of I-9 documents and completion of fingerprints, if not already accomplished. If the applicant fails to complete these activities as prescribed in NPR 1600.1 (Chapters 3 & 4), it may be considered as failure to meet the conditions required for physical access to a federally-controlled facility or access to a Federal information system, and result in denial of such access.

2. Based on favorable results of the NCIC, the applicant shall be issued a temporary NASA identification card for a period not-to-exceed six months. If at the end of the six month period the NAC results have not been returned, the agency will at that time make a determination if an additional extension will be granted for the temporary identification card.

3. Upon return of the completed NAC, the process will continue from Step 5.

(End of clause)

2.3 52.212-4 CONTRACT TERMS AND CONDITIONS - COMMERCIAL ITEMS. (FEB 2007)

2.4 52.212-4 CONTRACT TERMS AND CONDITIONS - COMMERCIAL ITEMS. (FEB 2007) - ALTERNATE I (FEB 2007)

(4) At any time during contract performance, but not later than 6 months (or such other time as may be specified in the contract) after acceptance of the services or materials last delivered under this contract, the Government may require the Contractor to replace or correct services or materials that at time of delivery failed to meet contract requirements. Except as otherwise specified in paragraph (a)(6) of this clause, the cost of replacement or correction shall be determined under paragraph (i) of this clause, but the "hourly rate" for labor hours incurred in the replacement or correction shall be reduced to exclude that portion of the rate attributable to profit. Unless otherwise specified below, the portion of the "hourly rate" attributable to profit shall be 10 percent. The Contractor shall not tender for acceptance materials and services required to be replaced or corrected without disclosing the former requirement for replacement or correction, and, when required, shall disclose the corrective action taken. N/A
(D) The following subcontracts for services which are specifically excluded from the hourly rate: N/A; and
(1) Other Direct Costs. The Government will reimburse the Contractor on the basis of actual cost for the following, provided such costs comply with the requirements in paragraph (i)(1)(ii)(B) of this clause: none..
(2) Indirect Costs (Material Handling, Subcontract Administration, etc.). The Government will reimburse the Contractor for indirect costs on a pro-rata basis over the period of contract performance at the following fixed price: None

2.5 52.216-18 ORDERING. (OCT 1995)

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from 3/1/08 through 9/30/08.

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

(c) If mailed, a delivery order or task order is considered issued when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.

(End of clause)

2.6 52.216-19 ORDER LIMITATIONS. (OCT 1995)

(a) *Minimum order.* There are no minimum order requirements under this contract.

(b) *Maximum order.* The Contractor is not obligated to honor -

(1) Any order for a single item in excess of the amount specified in Article 1.3 for the current contract period;

(2) Any order for a combination of items in excess of the amount specified in Article 1.3 for the current contract period; or

(3) A series of orders from the same ordering office within 1days that together call for quantities exceeding the limitation in subparagraph (b)(1) or (2) of this section.

(c) If this is a requirements contract (*i.e.*, includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) of this section.

(d) Notwithstanding paragraphs (b) and (c) of this section, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within 10days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

(End of clause)

2.7 52.216-22 INDEFINITE QUANTITY. (OCT 1995)

(d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; *provided*, that the Contractor shall not be required to make any deliveries under this contract after 9/30/08.

SECTION 1 - CONTINUATION OF SF 1449

1.1 CLAUSES INCORPORATED BY REFERENCE

Clauses identified only by FAR or NFS reference, title and date are incorporated by reference and have the same force and effect as if they were given in full text. Clauses incorporated by reference which require a fill-in by the Government include the text of the affected paragraph(s) only. This does not limit the clause to the affected paragraph(s). The Contractor is responsible for understanding and complying with the entire clause. The full text of a clause may be accessed electronically at this/these address(es):

FAR- http://acquisition.gov/far/old_htmlframe.html
NFS- http://www.hq.nasa.gov/office/procurement/regs/nfstocA.htm

(End of clause)

1.2 SCOPE OF WORK

The Contractor shall provide all resources necessary to provide institutional support services in various areas of the Kennedy Space Center (KSC) such as technical training, clerical support, financial management support, personnel program activity, employee development and training, employee benefits, personnel action processing, procurement administration and analyst support, business systems support, and records management. The work shall be authorized on time and materials type task orders with specific statements of work as the need arises. The Contractor shall provide personnel, materials, and facilities (except as otherwise provided for in this contract) necessary to perform those functions set forth at that time.

The contractor shall maintain a records management program and submit a records management program plan in accordance with DRD 007. The contractor shall submit an annual "Summary of Record Holdings and Transfers" KSC records manager in accordance with DRD 008. The contractor shall manage legacy Federal records (data created for Government use and delivered to, or falling under the legal control of, the Government) inherited by the contractor from previous contracts. At the completion or termination of this Contract, the Contractor shall leave all Government-owned data at Kennedy Space Center. The contractor shall deliver Government-owned data to the KSC records manager in accordance with DRD 008. The contractor shall provide NASA or authorized representatives access to all Government records. The Government reserves the right to inspect, audit and copy record holdings.

The Contractor shall monitor the work activity and provide such oversight and supervision of its on-site personnel as required to ensure successful performance of the tasks identified in the task order statements of work. The Government reserves the right to require the Contractor to provide a backfill for personnel absences greater than 5 workdays. The Contractor shall take all steps to ensure a seamless transition between employees. The Contractor shall provide services outside normal business hours (nights, weekends, and holidays) on an as-needed basis with Contracting Officer approval.

Local area transportation may be necessary for the contractor to perform the duties listed in the contract. Government owned / leased vehicles will not be available for use by the contractor.

Travel may be necessary for the contractor to perform the duties listed in the contract. All authorized travel shall be conducted and reimbursed in accordance with the Federal Travel Regulations (FTR).

(End of clause)

1.3 HOURLY RATES, CONTRACT VALUE AND CONTRACT CEILING PRICE

The hourly rates for computation of payment and the contract ceiling price referred to in FAR clause 52.232 7, "Payments Under Time-and-Materials and Labor-Hour Contracts" of this contract are delineated in Contract Table 1.3.1 "Billable Rate Schedule".

The minimum value for each contract period is $25,000.00 and the not to exceed (NTE) ceiling price is as follows:

Base period: NTE $5,000,000.00

Option 1: NTE $10,000,000.00
Option 2: NTE $10,000,000.00
Option 3: NTE $10,000,000.00
Option 4: NTE $10,000,000.00

TOTAL: NTE $45,000,000.00

In the event that the Government exercises an option, the balance of any unused contract ceiling price shall roll forward to the next period.

Contract value is the sum of the NTE amount of open orders and the final billed and paid value of orders completed. The contract value is tabulated in Contract Table 1.3.2- Contract Value and NTE Limitation.

2.8 52.217-8 OPTION TO EXTEND SERVICES. (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor at least 14 days before the contract expires.

(End of clause)

2.9 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT. (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor at least 14 days before the contract expires; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Government to an extension.
(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.
(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 4 years and 7 months. Options exercised shall be in accordance with the following:

Option 1: 10/1/2008-9/30/2009
Option 2: 10/1/2009-9/30/2010
Option 3: 10/1/2010-9/30/2011
Option 4: 10/1/2011-9/30/2012

(End of clause)

2.10 52.219-28 POST-AWARD SMALL BUSINESS PROGRAM REREPRESENTATION. (JUN 2007)

(a) *Definitions.* As used in this clause -

Long-term contract means a contract of more than five years in duration, including options. However, the term does not include contracts that exceed five years in duration because the period of performance has been extended for a cumulative period not to exceed six months under the clause at 52.217-8, Option to Extend Services, or other appropriate authority.

Small business concern means a concern, including its affiliates that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR part 121 and the size standard in paragraph (c) of this clause.

(b) If the Contractor represented that it was a small business concern prior to award of this contract, the Contractor shall represent its size status according to paragraph (e) of this clause or, if applicable, paragraph (g) of this clause, upon the occurrence of any of the following:

(1) Within 30 days after execution of a novation agreement or within 30 days after modification

of the contract to include this clause, if the novation agreement was executed prior to inclusion of this clause in the contract.

(2) Within 30 days after a merger or acquisition that does not require a novation or within 30 days after modification of the contract to include this clause, if the merger or acquisition occurred prior to inclusion of this clause in the contract.

(3) For long-term contracts -

(i) Within 60 to 120 days prior to the end of the fifth year of the contract; and

(ii) Within 60 to 120 days prior to the exercise date specified in the contract for any option thereafter.

(c) The Contractor shall represent its size status in accordance with the size standard in effect at the time of this representation that corresponds to the North American Industry Classification System (NAICS) code assigned to this contract. The small business size standard corresponding to this NAICS code can be found at *http://www.sba.gov/ services/contractingopportunities/ sizestandardstopics/.*

(d) The small business size standard for a Contractor providing a product which it does not manufacture itself, for a contract other than a construction or service contract, is 500 employees.

(e) Except as provided in paragraph (g) of this clause, the Contractor shall make the representation required by paragraph (b) of this clause by validating or updating all its representations in the Online Representations and Certifications Application and its data in the Central Contractor Registration, as necessary, to ensure they reflect current status. The Contractor shall notify the contracting office by e-mail, or otherwise in writing, that the data have been validated or updated, and provide the date of the validation or update.

(f) If the Contractor represented that it was other than a small business concern prior to award of this contract, the Contractor may, but is not required to, take the actions required by paragraphs (e) or (g) of this clause.

(g) If the Contractor does not have representations and certifications in ORCA, or does not have a representation in ORCA for the NAICS code applicable to this contract, the Contractor is required to complete the following representation and submit it to the contracting office, along with the contract number and the date on which the representation was completed:

The Contractor represents that it ___ is, ___ is not a small business concern under NAICS Code _____ assigned to contract number _____. (*Contractor to sign and date and insert authorized signer's name and title).*

(End of clause)

2.11 52.228-5 INSURANCE - WORK ON A GOVERNMENT INSTALLATION. (JAN 1997)

2.12 52.245-1 GOVERNMENT PROPERTY. (JUN 2007)

2.13 1852.203-70 DISPLAY OF INSPECTOR GENERAL HOTLINE POSTERS. (JUN 2001)

2.14 1852.204-76 SECURITY REQUIREMENTS FOR UNCLASSIFIED INFORMATION TECHNOLOGY RESOURCES. (MAY 2007)

(a) The Contractor shall be responsible for information and information technology (IT) security when--

(1) The Contractor or its subcontractors must obtain physical or electronic (i.e., authentication level 2 and above as defined in National Institute of Standards and Technology (NIST) Special Publication (SP) 800-63, Electronic Authentication Guideline) access to NASA's computer systems, networks, or IT infrastructure; or

(2) Information categorized as low, moderate, or high by the Federal Information Processing Standards (FIPS) 199, Standards for Security Categorization of Federal Information and Information Systems is stored, generated, processed, or exchanged by NASA or on behalf of NASA by a contractor or subcontractor, regardless of whether the information resides on a NASA or a contractor/subcontractor's information system.

(b) IT Security Requirements.

(1) Within 30 days after contract award, a Contractor shall submit to the Contracting Officer for NASA approval an IT Security Plan, Risk Assessment, and FIPS 199, Standards for Security Categorization of Federal Information and Information Systems, Assessment. These plans and assessments, including annual updates shall be incorporated into the contract as compliance documents.

(i) The IT system security plan shall be prepared consistent, in form and content, with NIST SP 800-18, Guide for Developing Security Plans for Federal Information Systems, and any additions/augmentations described in NASA Procedural Requirements (NPR) 2810, Security of Information Technology. The security plan shall identify and document appropriate IT security controls consistent with the sensitivity of the information and the requirements of Federal Information Processing Standards (FIPS) 200, Recommended Security Controls for Federal Information Systems. The plan shall be reviewed and updated in accordance with NIST SP 800-26, Security Self-Assessment Guide for Information Technology Systems, and FIPS 200, on a yearly basis.

(ii) The risk assessment shall be prepared consistent, in form and content, with NIST SP 800-30, Risk Management Guide for Information Technology Systems, and any additions/augmentations described in NPR 2810. The risk assessment shall be updated on a yearly basis.

(iii) The FIPS 199 assessment shall identify all information types as well as the "high water mark," as defined in FIPS 199, of the processed, stored, or transmitted information necessary to fulfill the contractual requirements.

(2) The Contractor shall produce contingency plans consistent, in form and content, with NIST SP 800-34, Contingency Planning Guide for Information Technology Systems, and any additions/augmentations described in NPR 2810. The Contractor shall perform yearly "Classroom Exercises." "Functional Exercises," shall be coordinated with the Center CIOs and be conducted once every three years, with the first conducted within the first two years of contract award. These exercises are defined and described in NIST SP 800-34.

(3) The Contractor shall ensure coordination of its incident response team with the NASA Incident Response Center (NASIRC) and the NASA Security Operations Center, ensuring that incidents are reported consistent with NIST SP 800-61, Computer Security Incident Reporting Guide, and the United States Computer Emergency Readiness Team's (US-CERT) Concept of Operations for reporting security incidents. Specifically, any confirmed incident of a system containing NASA data or controlling NASA assets shall be reported to NASIRC within one hour that results in unauthorized access, loss or modification of NASA data, or denial of service affecting the availability of NASA data.

(4) The Contractor shall ensure that its employees, in performance of the contract, receive annual IT security training in NASA IT Security policies, procedures, computer ethics, and best practices in accordance with NPR 2810 requirements. The Contractor may use web-based training available from NASA to meet this requirement.

(5) The Contractor shall provide NASA, including the NASA Office of Inspector General, access to the Contractor's and subcontractors' facilities, installations, operations, documentation, databases, and personnel used in performance of the contract. Access shall be provided to the extent required to carry out IT security inspection, investigation, and/or audits to safeguard against threats and hazards to the integrity, availability, and confidentiality of NASA information or to the function of computer systems operated on behalf of NASA, and to preserve evidence of computer crime. To facilitate mandatory reviews, the Contractor shall ensure appropriate compartmentalization of NASA information, stored and/or processed, either by information systems in direct support of the contract or that are incidental to the contract.

(6) The Contractor shall ensure that system administrators who perform tasks that have a material impact on IT security and operations demonstrate knowledge appropriate to those tasks. Knowledge is demonstrated through the NASA System Administrator Security Certification Program. A system administrator is one who provides IT services (including network services, file storage, and/or web services) to someone other than themselves and takes or assumes the responsibility for the security and administrative controls of that service. Within 30 days after contract award, the Contractor shall provide to the Contracting Officer a list of all system administrator positions and personnel filling those positions, along with a schedule that ensures certification of all personnel within 90 days after contract award. Additionally, the Contractor should report all personnel changes which impact system administrator positions within 5 days of the personnel change and ensure these individuals obtain System Administrator certification within 90 days after the change.

(7) The Contractor shall ensure that NASA's Sensitive But Unclassified (SBU) information as defined in NPR 1600.1, NASA Security Program Procedural Requirements, which includes privacy information, is encrypted in storage and transmission.

(8) When the Contractor is located at a NASA Center or installation or is using NASA IP address space, the Contractor shall--

(i) Submit requests for non-NASA provided external Internet connections to the Contracting Officer for approval by the Network Security Configuration Control Board (NSCCB);

(ii) Comply with the NASA CIO metrics including patch management, operating systems and application configuration guidelines, vulnerability scanning, incident reporting, system administrator certification, and security training; and

(iii) Utilize the NASA Public Key Infrastructure (PKI) for all encrypted communication or non-repudiation requirements within NASA when secure email capability is required.

(c) Physical and Logical Access Requirements.

(1) Contractor personnel requiring access to IT systems operated by the Contractor for NASA or interconnected to a NASA network shall be screened at an appropriate level in accordance with NPR 2810 and Chapter 4, NPR 1600.1, NASA Security Program Procedural Requirements. NASA shall provide screening, appropriate to the highest risk level, of the IT systems and information accessed, using, as a minimum, National Agency Check with Inquiries (NACI). The Contractor shall submit the required forms to the NASA Center Chief of Security (CCS) within fourteen (14) days after contract award or assignment of an individual to a position requiring screening. The forms may be obtained from the CCS. At the option of NASA, interim access may be granted pending completion of the required investigation and final access determination. For Contractors who will reside on a NASA Center or installation, the security screening required for all required access (e.g., installation, facility, IT, information, etc.) is consolidated to ensure only one investigation is conducted based on the highest risk level. Contractors not residing on a NASA installation will be screened based on their IT access risk level determination only. See NPR 1600.1, Chapter 4.

(2) Guidance for selecting the appropriate level of screening is based on the risk of adverse impact to NASA missions. NASA defines three levels of risk for which screening is required (IT-1 has the highest level of risk).

(i) IT-1--Individuals having privileged access or limited privileged access to systems whose misuse can cause very serious adverse impact to NASA missions. These systems include, for example, those that can transmit commands directly modifying the behavior of spacecraft, satellites or aircraft.

(ii) IT-2--Individuals having privileged access or limited privileged access to systems whose misuse can cause serious adverse impact to NASA missions. These systems include, for example, those that can transmit commands directly modifying the behavior of payloads on spacecraft, satellites or aircraft; and those that contain the primary copy of "level 1" information whose cost to replace exceeds one million dollars.

(iii) IT-3--Individuals having privileged access or limited privileged access to systems whose misuse can cause significant adverse impact to NASA missions. These systems include, for example, those that interconnect with a NASA network in a way that exceeds access by the general public, such as bypassing firewalls; and systems operated by the Contractor for NASA whose function or information has substantial cost to replace, even if these systems are not interconnected with a NASA network.

(3) Screening for individuals shall employ forms appropriate for the level of risk as established in Chapter 4, NPR 1600.1.

(4) The Contractor may conduct its own screening of individuals requiring privileged access or limited privileged access provided the Contractor can demonstrate to the Contracting Officer that the procedures used by the Contractor are equivalent to NASA's personnel screening procedures for the risk level assigned for the IT position.

(5) Subject to approval of the Contracting Officer, the Contractor may forgo screening of Contractor personnel for those individuals who have proof of a--

(i) Current or recent national security clearances (within last three years);

(ii) Screening conducted by NASA within the last three years that meets or exceeds the screening requirements of the IT position; or

(iii) Screening conducted by the Contractor, within the last three years, that is equivalent to the NASA personnel screening procedures as approved by the Contracting Officer and concurred on by the CCS.

(d) The Contracting Officer may waive the requirements of paragraphs (b) and (c)(1) through (c)(3) upon request of the Contractor. The Contractor shall provide all relevant information requested by the Contracting Officer to support the waiver request.

(e) The Contractor shall contact the Contracting Officer for any documents, information, or forms necessary to comply with the requirements of this clause.

(f) At the completion of the contract, the contractor shall return all NASA information and IT resources provided to the contractor during the performance of the contract and certify that all NASA information has been purged from contractor-owned systems used in the performance of the contract.

(g) The Contractor shall insert this clause, including this paragraph (g), in all subcontracts:

(1) Have physical or electronic access to NASA's computer systems, networks, or IT infrastructure; or

(2) Use information systems to generate, store, process, or exchange data with NASA or on behalf of NASA, regardless of whether the data resides on a NASA or a contractor's information system.

(End of clause)

2.15 1852.208-81 RESTRICTIONS ON PRINTING AND DUPLICATING. (NOV 2004)

2.16 1852.209-71 LIMITATION OF FUTURE CONTRACTING. (DEC 1988)

(a) The Contracting Officer has determined that this acquisition may give rise to a potential organizational conflict of interest. Accordingly, the attention of prospective offerors is invited to FAR Subpart 9.5 - Organizational Conflicts of Interest.

(b) The nature of this conflict is that the contractor may have access to proprietary, business confidential, or financial data of other companies by performing services in the following areas:
1. Cost estimates- by the Government or by other contractors relating to program budgets, construction costs, and other support costs.
2. Proprietary information- such as patents or through market researching in assessing potential applicability of such items to the work.
3. Confidential correspondences- in the development of new products to support program needs, such as system or component designs.

4. Access to sensitive information in preparing writing and/or editing contract announcements, Agency news releases, embargoed information and internal policies.

(c) The restrictions upon future contracting are as follows:

(1) If the Contractor, under the terms of this contract, or through the performance of tasks pursuant to this contract, is required to develop specifications or statements of work that are to be incorporated into a solicitation, the Contractor shall be ineligible to perform the work described in that solicitation as a prime or first-tier subcontractor under an ensuing NASA contract. This restriction shall remain in effect for a reasonable time, as agreed to by the Contracting Officer and the Contractor, sufficient to avoid unfair competitive advantage or potential bias (this time shall in no case be less than the duration of the initial production contract). NASA shall not unilaterally require the Contractor to prepare such specifications or statements of work under this contract.

(2) To the extent that the work under this contract requires access to proprietary, business confidential, or financial data of other companies, and as long as these data remain proprietary or confidential, the Contractor shall protect these data from unauthorized use and disclosure and agrees not to use them to compete with those other companies.

(End of clause)

2.17 ORGANIZATIONAL CONFLICTS OF INTEREST MITIGATION PLAN

During the Phase-in period and not later than the contract effective date the successful offeror shall submit for NASA approval a comprehensive Organizational Conflicts of Interest Mitigation Plan. This comprehensive plan shall incorporate any previous studies performed, shall thoroughly analyze all organizational conflicts of interest that might arise because the Contractor has access to other companies' sensitive information, and shall establish specific methods to control, mitigate, or eliminate all problems identified. The Contracting Officer, with advice from Center Legal Counsel, shall review the plan for completeness and identify to the Contractor substantive weaknesses and omissions for necessary correction. Once the Contractor has corrected the substantive weaknesses and omissions, the Contracting Officer shall incorporate the approved plan as an attachment to the contract.

(End of clause)

2.18 1852.215-84 OMBUDSMAN. (OCT 2003) ALTERNATE I (JUN 2000)

(a) An ombudsman has been appointed to hear and facilitate the resolution of concerns from offerors, potential offerors, and contractors during the preaward and postaward phases of this acquisition. When requested, the ombudsman will maintain strict confidentiality as to the source of the concern. The existence of the ombudsman is not to diminish the authority of the contracting officer, the Source Evaluation Board, or the selection official. Further, the ombudsman does not participate in the evaluation of proposals, the source selection process, or the adjudication of formal contract disputes. Therefore, before consulting with an ombudsman, interested parties must first address their concerns, issues, disagreements, and/or recommendations to the contracting officer for resolution.

(b) If resolution cannot be made by the contracting officer, interested parties may contact the installation ombudsman,

Mr. James E. Hattaway, Jr.
NASA John F. Kennedy Space Center
Mail Code AA-B
Kennedy Space Center FL 32899

Telephone number 321-867-2346
Fax 321-867-8807
Email James.E.Hattaway@nasa.gov.

Concerns, issues, disagreements, and recommendations which cannot be resolved at the installation may be referred to the NASA ombudsman, the Director of the Contract Management Division, at 202-358-0445, facsimile 202-358-3083, e-mail james.a.balinskas@nasa.gov. Please do not contact the ombudsman to request copies of the solicitation, verify offer due date, or clarify technical requirements. Such inquiries shall be directed to the Contracting Officer or as specified elsewhere in this document.

(c) If this is a task or delivery order contract, the ombudsman shall review complaints from contractors and ensure they are afforded a fair opportunity to be considered, consistent with the procedures of the contract.

(End of clause)

2.19 1852.216-80 TASK ORDERING PROCEDURE. (OCT 1996) ALTERNATE I (OCT 1996)

(a) Only the Contracting Officer may issue task orders to the Contractor, providing specific authorization or direction to perform work within the scope of the contract and as specified in the schedule. The Contractor may incur costs under this contract in performance of task orders and task order modifications issued in accordance with this clause. No other costs are authorized unless otherwise specified in the contract or expressly authorized by the Contracting Officer.

(b) Prior to issuing a task order, the Contracting Officer shall provide the Contractor with the following data:

(1) A functional description of the work identifying the objectives or results desired from the contemplated task order.

(2) Proposed performance standards to be used as criteria for determining whether the work requirements have been met.

(3) A request for a task plan from the Contractor to include the technical approach, period of performance, appropriate cost information, and any other information required to determine the reasonableness of the Contractor's proposal.

(c) Within 10 calendar days after receipt of the Contracting Officer's request, the Contractor shall submit a task plan conforming to the request.

(d) After review and any necessary discussions, the Contracting Officer may issue a task order to the Contractor containing, as a minimum, the following:

(1) Date of the order.

(2) Contract number and order number.

(3) Functional description of the work identifying the objectives or results desired from the task order, including special instructions or other information necessary for performance of the task.

(4) Performance standards, and where appropriate, quality assurance standards.

(5) Maximum dollar amount authorized (cost and fee or price). This includes allocation of award fee among award fee periods, if applicable.

(6) Any other resources (travel, materials, equipment, facilities, etc.) authorized.

(7) Delivery/performance schedule including start and end dates.

(8) If contract funding is by individual task order, accounting and appropriation data.

(e) The Contractor shall provide acknowledgment of receipt to the Contracting Officer within 1 calendar days after receipt of the task order.

(f) If time constraints do not permit issuance of a fully defined task order in accordance with the procedures described in paragraphs (a) through (d), a task order which includes a ceiling price may be issued.

(g) The Contracting Officer may amend tasks in the same manner in which they were issued.

(h) In the event of a conflict between the requirements of the task order and the Contractor's approved task plan, the task order shall prevail.

(i) Contractor shall submit weekly task order progress reports in accordance with DRD 004, "Weekly Activity Report".

(End of clause)

2.20 1852.219-76 NASA 8 PERCENT GOAL. (JUL 1997)

(a) Definitions.

Historically Black Colleges or University, as used in this clause, means an institution determined by the Secretary of Education to meet the requirements of 34 CFR Section 608.2. The term also includes any nonprofit research institution that was an integral part of such a college or university before November 14, 1986.

Minority institutions, as used in this clause, means an institution of higher education meeting the requirements of section 1046(3) of the Higher Education Act of 1965 (20 U.S.C. 1135d-5(3)) which for the purposes of this clause includes a Hispanic-serving institution of higher education as defined in section 316(b)(1) of the Act (20 U.S.C. 1059c(b)(1)).

Small disadvantaged business concern, as used in this clause, means a small business concern that (1) is at least 51 percent unconditionally owned by one or more individuals who are both socially and economically disadvantaged, or a publicly owned business having at least 51

percent of its stock unconditionally owned by one or more socially and economically disadvantaged individuals, and (2) has its management and daily business controlled by one or more such individuals. This term also means a small business concern that is at least 51 percent unconditionally owned by an economically disadvantaged Indian tribe or Native Hawaiian Organization, or a publicly owned business having at least 51 percent of its stock unconditionally owned by one or more of these entities, which has its management and daily business controlled by members of an economically disadvantaged Indian tribe or Native Hawaiian Organization, and which meets the requirements of 13 CFR 124.

Women-owned small business concern, as used in this clause, means a small business concern (1) which is at least 51 percent owned by one or more women or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women, and (2) whose management and daily business operations are controlled by one or more women.

(b) The NASA Administrator is required by statute to establish annually a goal to make available to small disadvantaged business concerns, Historically Black Colleges and Universities, minority institutions, and women-owned small business concerns, at least 8 percent of NASA's procurement dollars under prime contracts or subcontracts awarded in support of authorized programs, including the space station by the time operational status is obtained.

(c) The contractor hereby agrees to assist NASA in achieving this goal by using its best efforts to award subcontracts to such entities to the fullest extent consistent with efficient contract performance.

(d) Contractors acting in good faith may rely on written representations by their subcontractors regarding their status as small disadvantaged business concerns, Historically Black Colleges and Universities, minority institutions, and women-owned small business concerns.

(End of clause)

2.21 1852.223-72 SAFETY AND HEALTH (SHORT FORM). (APR 2002)

(a) Safety is the freedom from those conditions that can cause death, injury, occupational illness; damage to or loss of equipment or property, or damage to the environment. NASA's safety priority is to protect: (1) the public, (2) astronauts and pilots, (3) the NASA workforce (including contractor employees working on NASA contracts), and (4) high-value equipment and property.

(b) The Contractor shall take all reasonable safety and occupational health measures consistent with standard industry practice in performing this contract. The Contractor shall comply with all Federal, State, and local laws applicable to safety and occupational health and with the safety and occupational health standards, specifications, reporting requirements, and any other relevant requirements of this contract.

(c) The Contractor shall take, or cause to be taken, any other safety, and occupational health measures the Contracting Officer may reasonably direct. To the extent that the Contractor may be entitled to an equitable adjustment for those measures under the terms and conditions of this contract, the equitable adjustment shall be determined pursuant to the procedures of the Changes clause of this contract; provided, that no adjustment shall be made under this Safety and Health clause for any change for which an equitable adjustment is expressly provided under

any other clause of the contract.

(d) The Contracting Officer may notify the Contractor in writing of any noncompliance with this clause and specify corrective actions to be taken. In situations where the Contracting Officer becomes aware of noncompliance that may pose a serious or imminent danger to safety and health of the public, astronauts and pilots, the NASA workforce (including Contractor employees working on NASA contracts), or high value mission critical equipment or property, the Contracting Officer shall notify the Contractor orally, with written confirmation. The Contractor shall promptly take and report any necessary corrective action. The Government may pursue appropriate remedies in the event the Contractor fails to promptly take the necessary corrective action.

(e) The Contractor (or subcontractor or supplier) shall insert the substance of this clause, including this paragraph (e) and any applicable Schedule provisions, with appropriate changes of designations of the parties, in subcontracts of every tier that exceed the micro-purchase threshold.

(End of clause)

2.22 1852.223-75 MAJOR BREACH OF SAFETY OR SECURITY. (FEB 2002) -- ALTERNATE I (FEB 2006)

2.23 1852.225-70 EXPORT LICENSES. (FEB 2000)

(b) The Contractor shall be responsible for obtaining export licenses, if required, before utilizing foreign persons in the performance of this contract, including instances where the work is to be performed on-site at Kennedy Space Center, where the foreign person will have access to export-controlled technical data or software.

2.24 1852.228-75 MINIMUM INSURANCE COVERAGE. (OCT 1988)

2.25 1852.237-70 EMERGENCY EVACUATION PROCEDURES. (DEC 1988)

2.26 1852.237-72 ACCESS TO SENSITIVE INFORMATION (JUNE 2005)

2.27 1852.237-73 RELEASE OF SENSITIVE INFORMATION (JUNE 2005)

2.28 1852.242-72 OBSERVANCE OF LEGAL HOLIDAYS. (AUG 1992)

2.29 1852.245-71 INSTALLATION-ACCOUNTABLE GOVERNMENT PROPERTY. (DEVIATION) (SEP 2007)

(a) The Government property described in paragraph (c) of this clause may be made available to the Contractor on a no-charge basis for use in performance of this contract. This property shall be utilized only within the physical confines of the NASA installation that provided the property unless authorized by the contracting officer under (b)(1)(iv). Under this clause, the Government retains accountability for, and title to, the property, and the Contractor shall comply with the following:

NASA Procedural Requirements (NPR) 4100.1, NASA Materials Inventory Management Manual

NASA Procedural Requirements (NPR) 4200.1, NASA Equipment Management Procedural Requirements

NASA Procedural Requirement (NPR) 4300.1, NASA Personal Property Disposal Procedural Requirements

Property not recorded in NASA property systems must be managed in accordance with the requirements of FAR 52.245-1.

The Contractor shall establish and adhere to a system of written procedures to assure continued, effective management control and compliance with these user responsibilities. Such procedures must include holding employees liable, when appropriate, for loss, damage, or destruction of Government property.

(b)(1) The official accountable recordkeeping, financial control, and reporting of the property subject to this clause shall be retained by the Government and accomplished within NASA management information systems prescribed by the installation Supply and Equipment Management Officer (SEMO) and Financial Management Officer. If this contract provides for the Contractor to acquire property, title to which will vest in the Government, the following additional procedures apply:

(i) The Contractor's purchase order shall require the vendor to deliver the property to the installation central receiving area.

(ii) The Contractor shall furnish a copy of each purchase order, prior to delivery by the vendor, to the installation central receiving area.

(iii) The Contractor shall establish a record of the property as required by FAR 52.245-1, Government Property, and furnish to the Industrial Property Officer a DD Form 1149, Requisition and Invoice/Shipping Document, (or installation equivalent) to transfer accountability to the Government within 5 working days after receipt of the property by the Contractor. The Contractor is accountable for all contractor-acquired property until the property is transferred to the Government's accountability.

(iv) Contractor use of Government property at an off-site location and off-site subcontractor use require advance approval of the Contracting Officer and notification of the Industrial Property Officer. The property shall be considered Government furnished and the Contractor shall assume accountability and financial reporting responsibility. The Contractor shall establish records and property control procedures and maintain the property in accordance with the requirements of FAR 52.245-1, Government Property, until its return to the installation. NASA Procedural Requirements related to property loans shall not apply to offsite use of property by contractors.

(2) After transfer of accountability to the Government, the Contractor shall continue to maintain such internal records as are necessary to execute the user responsibilities identified in paragraph (a) of this clause and document the acquisition, billing, and disposition of the property. These records and supporting documentation shall be made available, upon request, to the SEMO and any other authorized representatives of the Contracting Officer.

(c) The following property and services are provided.

(1) Office space, work area space, and utilities. Government telephones are available for official purposes only.

(2) Office furniture.

(3) Computers with e-mail capability and access to the Internet, facsimile and photocopier machines.

(i) If the Contractor acquires property, title to which vests in the Government pursuant to other provisions of this contract, this property also shall become accountable to the Government upon its entry into Government records.

(ii) The Contractor shall not bring to the installation for use under this contract any property owned or leased by the Contractor, or other property that the Contractor is accountable for under any other Government contract, without the Contracting Officer's prior written approval.

(4) Supplies from stores stock.

(5) Publications and blank forms stocked by the installation.

(6) Safety and fire protection for Contractor personnel and facilities.

(7) Installation service facilities: None.

(8) Medical treatment of a first-aid nature for Contractor personnel injuries or illnesses sustained during on-site duty.

(9) Cafeteria privileges for Contractor employees during normal operating hours.

(10) Building maintenance for facilities occupied by Contractor personnel.

(11) Moving and hauling for office moves, movement of large equipment, and delivery of supplies. Moving services may be provided on-site, as approved by the Contracting Officer.

(End of clause)

2.30 PERIOD OF PERFORMANCE

The period of performance of this contract is from 4/1/08 to 9/30/08

(End of clause)

2.31 PLACE OF PERFORMANCE - SERVICES

The services to be performed under this contact shall be performed at the following location(s): NASA John F. Kennedy Space Center; Cape Canaveral Air Force Station; Patrick Air Force Base, FL. And any other location authorized by the Contracting Officer.

(End of clause)

2.32 52.219-11 SPECIAL 8(A) CONTRACT CONDITIONS (FEB 1990)(DEVIATION)

(a) This contract is issued as a direct award between the contracting activity and the 8(a) contractor pursuant to a Memorandum of Understanding between the Small Business Administration (SBA) and the National Aeronautics and Space Administration. Accordingly, the SBA is not a party to this contract. SBA does retain responsibility for 8(a) certification, 8(a) eligibility determinations and related issues, and providing counseling and assistance to the 8(a) contractor under the 8(a) program. The cognizant SBA district office is:
U.S. Small Business Administration
South Florida District Office
100 South Biscayne Boulevard, 7th Floor
Miami, FL 33131-2011
(b) The contracting activity is responsible for administering the contract and taking any action on behalf of the Government under the terms and conditions of the contract; provided, however, that the contracting activity shall give advance notice to the SBA before it issues a final notice terminating performance, either in whole or in part, under the contract. The contracting activity shall also coordinate with the SBA prior to processing any novation agreement. The contracting activity may assign contract administration functions to a contract administration office.
(c) The contractor agrees --

(1) To notify the Contracting Officer, simultaneous with its notification to SBA (as required by SBA's 8(a) regulations), when the owner or owners upon whom 8(a) eligibility is based plan to relinquish ownership or control of the concern. Consistent with Section 407 of Public Law 100-656, transfer of ownership or control shall result in termination of the contract for convenience, unless SBA waives the requirement for termination prior to the actual relinquishing of ownership and control; and

(2) It will not subcontract the performance of any of the requirements of this contract without the prior written approval of the SBA and the Contracting Officer.

(End of clause)

2.33 Unanticipated Closing of Government Offices and Holiday Pay

Services will not be needed on days when KSC civil service employees are released or not required to report to work due to unanticipated closing of Government offices (e.g., hurricanes). In the event that KSC closes or the Government imposes a mandatory closure and evacuation of a building where contractor staff reside and a contractor employee has already reported to work, the contractor shall bill the actual hours worked and the balance of the hours scheduled to be worked that day. Any subsequent days that KSC is closed and services are not rendered are not billable.

Government holidays are not billable unless work is actually requested by the Government and performed on those days. Work performed on holidays shall be billable at the regular hourly rate(s) identified in paragraph B.2, unless a holiday rate is specified therein.

The resolution of payments due in the event of circumstances similar to the nature of those described above, but not specifically addressed, shall be determined solely by the Contracting Officer.

(End of clause)

2.34 KSC 52.242-90 CONTROLS APPLICABLE TO CONTRACTOR'S ACTIVITIES (OCT 2007)

The publications below, and subsequent revisions thereof, are incorporated herein by reference. These publications prescribe regulatory and procedural criteria which are applicable to this contract. The contractor shall promptly take corrective action upon notice of noncompliance from the Contracting Officer or his/her authorized representative(s) with any provision of the publications listed below.

QA-UG-0001	KSC Employee Safety & Health Pocket Guide **(See Note 1)**
JHB 2000	Consolidated Comprehensive Emergency Management Plan
KNPD 1440.1	KSC Records Management and Vital Records Programs
KNPD 1800.2	KSC Hazard Communication Program (In addition to the above, the Contractor shall coordinate submission of hazardous material safety data to the NASA/KSC Materials Safety Data Sheet Archive with the Joint Base Operations Support Contract MSDS Program Administrator.)
KNPD 1810.1	KSC Occupational Medicine Program
KNPD 8500.1	KSC Environmental Management
KNPR 1600.1	KSC Security Procedural Requirements
KNPR 1820.3	KSC Hearing Loss Prevention Program
KNPR 1820.4	KSC Respiratory Protection Program
KNPR 1840.19	KSC Industrial Hygiene Programs
KNPR 1870.1	KSC Sanitation Program
KNPR 4000.1	Supply and Equipment System Manual
KNPR 6000.1	Transportation Support System
KNPR 8500.1	KSC Environmental Requirements
KNPR 8715.3	KSC Safety Practices Procedural Requirements
KNPR 8830.1	Facilities and Real Property Procedural Requirements
KNPD 1860.1	KSC Radiation Protection Program (Applicable for services performed at KSC and CCAFS involving procurement, use, or handling of ionizing or non-ionizing radiation producing equipment, devices, materials or operations such as: ultraviolet lamps, infrared devices, lasers, RF/microwave transmitters, x-ray) In addition to compliance with KNPD 1860.1 and 45SWI40-201 (if applicable), the Contractor shall submit, for the Contracting Officer's approval within 30 days after contract award, the names and addresses of laboratories used to perform activities
45SWI40-201	45th Space Wing Instruction 40-201 Radiation Protection Program (In addition to KNPD 1860.1, applicable to contracts for services performed at CCAFS)
KNPR 2570.1	KSC Radio Frequency Spectrum Management Procedural Requirements (Applicable to all construction or construction-related projects) During periods of special testing on Kennedy Space Center and at the Cape Canaveral Air Force Station, the Contractor may be required to cease radiating on any radio equipment that may be utilized at the time. Any construction equipment utilized by the Contractor which may be causing radio frequency interference will be required to shut down during special tests. NASA will utilize its frequency analysis equipment to determine the interference.
KNPD 1600.3	Use of Alcoholic Beverages on Kennedy Space Center (KSC) Property

Note 1: Emergency Medical Treatment

The contractor shall immediately call for assistance with personnel injury or illness for any incident requiring emergency medical treatment for contractor or subcontractor personnel, or invitees on KSC, or if any person on the job site is rendered unconscious. The contractor shall require the victim to sign an appropriate "refusal of treatment" form, if medical evaluation or treatment is offered and refused.

Emergency Response onsite at KSC or CCAFS
911 from a landline phone service
321-867-7911 from a cell phone

Note 2: Asbestos-Contalning Building Materials

A. Asbestos-Containing Building Materials (ACBM) are known to be present in facilities assigned under the scope of this contract. The Government will provide information regarding the location and quantity of known ACBM in NASA/KSC facilities to the facility tenant organizations through the JBOSC Environmental Health office.

B. Special requirements, coordination, and precautions will apply to any work taking place under contracts that involves disturbance of ACBM. Contractors whose contracts require work involving ACBM are required to provide a written program for such work as part of its health and safety plan which is consistent with the requirements of 29 CFR 1926.1101. The contractor shall coordinate any such work involving ACBM with JBOSC Environmental Health, SGS Fire Services, and any other resident government or contractor organization whose employees may have access to the work location.

Note 3: Confined Spaces

Special requirements, coordination, and precautions will apply to any contract work taking place in confined spaces. Each contractor contracted to perform work in confined spaces is required to provide a written program for such work as part of its health and safety plan which is consistent with the requirements of 29 CFR 1910.146. For work in telecommunications manholes, provisions of 29 CFR 1910.268(o) are also applicable. The contractor shall coordinate any such work in confined spaces with Environmental Health, Fire Services, and any other resident government or contractor organization whose employees may have access to the work location. The provision of Environmental Health services by the government does not prohibit the contractor from providing their own atmospheric testing.

(End of clause)

2.35 KSC 52.204-96 SECURITY CONTROLS FOR KSC AND CCAFS (JAN 2007)

A. Identification of Employees

1. Badging

i. Kennedy Space Center (KSC) badging is mandatory for all Contractor personnel (e.g. administrative, technical, Architect and Engineering, supervisory, construction crafts,

etc.) who require access into KSC or Cape Canaveral Air Force Station (CCAFS). The contractor shall require each employee, and each subcontractor employee who require access to KSC or CCAFS to obtain identification badges, and special controlled area access badges, as necessary. Identification and badging of employees must be completed prior to issuance of a Notice to Proceed by the Contracting Officer, if applicable, or commencement of activities by unbadged employees.

ii. Prior to proceeding with performance, the contractor shall submit the following information to the contracting officer, who will certify it and pass the information on to the Badging office:

a. Contract number and location of work site(s);
b. Contract commencement and completion dates;
c. Status as prime or subcontractor; and,
d. Name of the Contractor designated security/badging official. (Designated badging officials must receive a badging briefing, identifying badging requirements/restrictions, prior to being authorized as badging officials.)

iii. During performance of this contract, issued badges shall be worn by contractor employees and prominently displayed at all times while on KSC or CCAFS property, unless wearing the badge creates a safety hazard. Upon termination of an employee, or completion/termination of the contract, the contractor shall immediately deliver such employee's identification and access badge(s) to the Security Badging office, either at a Pass and Identification Station (PIDS) or in the Visitor Records Center, Room 1470, KSC Headquarters Building. NASA Identification badges remain the property of NASA and the Government reserves the right to invalidate/confiscate such badges at any time.

iv. To ensure timely and efficient issuance of identification and special access badges to contractor personnel, immediately after contract award but prior to notice to proceed or work on-site, the contractor shall designate in writing to the Contracting Officer a security/badging official for the contract/contractor. Concurrently, the designated security/badging official shall submit to the Contracting Officer a KSC Form 20-162 (Request for KSC Picture Badge) for each employee requiring access to KSC or CCAFS. This is the minimum paperwork required for each employee (and subcontractor employee) for issuance of identification badges only.

2. Homeland Security Presidential Directive (HSPD) 12, Federal Information Processing Standards (FIPS) Publication 201, and Office of Management and Budget (OMB) Guidance M-05-24 Compliance

i. In compliance with Homeland Security Presidential Directive (HSPD) 12, Federal Information Processing Standards (FIPS) Publication 201, and Office of Management and Budget (OMB) Guidance M-05-24, all persons who will have access to government controlled facilities or access to a Federal information system for a period of in excess of 180 days must have a favorably completed National Agency Check with Written Inquiries (NACI). To accomplish this, the forms listed below need to be submitted to the Personnel Security Support Office, Room 1503, KSC Headquarters Building. FIPS Pub 201 requires identification verification be accomplished by the applicant (person to be badged) providing two items of identification listed in Department of Homeland Security (DHS) Form I-9.

a. KSC Form 20 – 87, NASA PRP Investigation and Qualification Data Request;
b. FD Form 258, Fingerprint Card
c. Standard Form 85, Questionnaire for Non-Sensitive Positions; and,
d. Optional Form 306, Declaration for Federal Position Employment.

B. Badging Restrictions/Categories

1. White Temporary Pass (WTP). Under current KSC security restrictions, an "Unescorted" White Temporary Pass (WTP) is required for unescorted entry through the KSC perimeter gates. (Permanent picture badges are no longer required.) The Contractor's designated security/badging official is authorized to request issuance of WTPs (or consent to retain existing WTPs) for those individuals that he/she can "vouch" for, based upon verification of U.S. citizenship and demonstrated work history. The contractor security/badging official is responsible for ensuring the integrity of this system, will be held accountable for issuance of a WTP to any unauthorized individual, and is responsible for the behavior of anyone for whom s/he authorizes a badge.

2. Pink Temporary Pass (PTP) Any individual for whom the designated security/badging official cannot "vouch" in accordance with the above criteria will be issued a "To Be Escorted" Pink Temporary Pass (PTP). All persons with PTPs, including vendors, must be signed in at the perimeter gate and escorted to and from the job site. The escort must maintain visual contact with their escortee(s) at all times and shall escort them off KSC property at the conclusion of their on-site work.

3. Green Temporary Pass (GTP). Persons who are not a United States citizen or are an employee of a foreign government, company, or other foreign entity must be so identified by being issued a green temporary pass. Each such employee must obtain individual prior approval for entry from the KSC International Visits Coordinator (IVC) in the NASA Protective Services Office (TA-G).

4. Access to Controlled Areas within KSC.

i. Certain areas within KSC have been designated as Controlled Areas. These are normally surrounded by fencing and have an entrance gate monitored by a security officer or a monitoring device. Access into such areas is classified as either "escorted" or "unescorted" access. For unescorted access into these areas, for each employee, the contractor must submit to the Contracting Officer's Technical Representative (COTR), in addition to the NACI forms listed above in paragraph A.3.a-d, a NASA Form 1730, Request for Unescorted Access/Personnel Reliability Program.

ii. The NASA Protective Services Office, or its designee, the Personnel Security Support Office (PSSO), will determine whether the person is eligible for unescorted access within 14 working days after the receipt of the properly completed forms and so inform the COTR. The COTR will notify the contractor of the NASA Protective Services Office's approval/disapproval. Access to controlled areas is granted when the requisite safety training has been successfully completed.

iii. All contractor employees utilized on the job site will not require unescorted access. However, it is the contractor's responsibility to designate and submit the required information on a sufficient number to provide escort service to those not cleared for unescorted access. The contractor escort will be required to meet the work crew at the

security area gate at the beginning of the Contractor's workday/shift and escort them as a group to the job site. The escort will keep the crews within site until they are escorted back to the area gate at the end of the workday. No authorized personnel will leave the immediate work area without an appropriately badged escort.

iv. The Government will provide, at no cost to the contractor, investigative services for a designated number of employees/workers escorts. If, through attrition or personnel turnover, the contractor requires additional employees to be investigated for unescorted access, the contract price shall be reduced by $100.00 per person in excess of the designated number. If, because of varying mobilization approaches, the contractor desires unescorted access for more than the stated quantity, the contractor may request additional clearances at a reduction in contract price of $100.00 per person.

v. The prime contractor is responsible for providing escort services for any of his employees and/or any subcontractor employees who are not eligible for unescorted access. The Government will not provide escort service under this contract. The contractor shall be responsible for all delays and costs caused by its failure to provide for unescorted access. All requests for unescorted access by subcontractors will be submitted through the prime contractor to the COTR for processing by the NASA Protective Services Office, or its designee, the PSSO.

vi. One or more on-site training classes may be required for admittance to the work area and for inclusion on the Job Site Access List for Controlled-access Areas. The total training will not exceed four hours. Contractors may schedule any required training for their employees by contacting the COTR. The Contractor shall maintain a record of employees receiving the training.

vii. This project is to be performed in a limited access area. The designated number of employees for whom interim unescorted access investigations will be performed at no cost to the contractor is 200.

(End of clause)

2.36 KSC 52.242-93 CONTRACTOR WORKFORCE REPORT - ONSITE CONTRACTORS AND SUBCONTRACTORS (OCT 2006)

The Contractor shall submit, on a quarterly basis, a manpower report delineating information about its workforce. The report shall include: the contract number, the contractor's total on-site workforce, total on-site union represented employees by bargaining unit, total on-site non-union represented employees, and total off-site workforce performing on the contract. The Contractor shall provide this information no later than 10 days after the close of each reporting period which end March 31st, June 30th, September 30th , and December 31st. The report shall be submitted to the Contracting Officer with copies to Workforce Planning and Analysis Office, (Code BA-D) and Industrial Labor Relations Office (Code OP) in accordance with DRD 001.

(End of clause)

2.37 52.219-18 NOTIFICATION OF COMPETITION LIMITED TO ELIGIBLE 8(A) CONCERNS (JUNE 2003) (DEVIATION)

(a) Offers are solicited only from small business concerns expressly certified by the Small Business Administration (SBA) for participation in the SBA's 8(a) Program and which meet the following criteria at the time of submission of offer--

(1) The Offeror is in conformance with the 8(a) support limitation set forth in its approved business plan; and

(2) The Offeror is in conformance with the Business Activity Targets set forth in its approved business plan or any remedial action directed by the SBA.

(b) By submission of its offer, the Offeror represents that it meets all of the criteria set forth in paragraph (a) of this clause.

(c) Any award resulting from this solicitation will be made directly by the Contracting Officer to the successful 8(a) offeror selected through the evaluation criteria set forth in this solicitation.

(d)(1) Agreement. A small business concern submitting an offer in its own name shall furnish, in performing the contract, only end items manufactured or produced by small business concerns in the United States or its outlying areas. If this procurement is processed under simplified acquisition procedures and the total amount of this contract does not exceed $25,000, a small business concern may furnish the product of any domestic firm. This subparagraph does not apply in connection with construction or service contracts.

(2) The TBD will notify the Kennedy Space Center Contracting Officer in writing immediately upon entering an agreement (either oral or written) to transfer all or part of its stock or other ownership interest to any other party.

(End of clause)

SECTION 3 - 52.212-5 ATTACHMENT

3.1 52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS - COMMERCIAL ITEMS. (SEP 2007)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

(1) 52.233-3, Protest After Award (AUG 1996) (31 U.S.C. 3553).

(2) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004) (Pub. L. 108-77, 108-78).

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items: Contracting Officer check as appropriate.

X(1) 52.203-6, Restrictions on Subcontractor Sales to the Government (SEP 2006), with Alternate I (OCT 1995) (41 U.S.C. 253g and 10 U.S.C. 2402).

[ ](2) 52.219-3, Notice of Total HUBZone Set-Aside (JAN 1999) (15 U.S.C. 657a).

[ ](3) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (JUL 2005) (if the offeror elects to waive the preference, it shall so indicate in its offer) (15 U.S.C. 657a).

[ ](4) Reserved.

[ ](5)(i) 52.219-6, Notice of Total Small Business Set-Aside (JUN 2003) (15 U.S.C. 644).

[ ](ii) Alternate I (OCT 1995) of 52.219-6.

[ ] (iii) Alternate II (MAR 2004) of 52.219-6.

[ ](6)(i) 52.219-7, Notice of Partial Small Business Set-Aside (JUN 2003) (15 U.S.C. 644).

[ ](ii) Alternate I (OCT 1995) of 52.219-7.

[ ] (iii) Alternate II (MAR 2004) of 52.219-7.

X(7) 52.219-8, Utilization of Small Business Concerns (MAY 2004) (15 U.S.C. 637 (d)(2) and (3)).

[ ](8)(i) 52.219-9, Small Business Subcontracting Plan (SEP 2007) (15 U.S.C. 637(d)(4).

[ ](ii) Alternate I (OCT 2001) of 52.219-9.

[ ](iii) Alternate II (OCT 2001) of 52.219-9.

X(9) 52.219-14, Limitations on Subcontracting (DEC 1996) (15 U.S.C. 637(a)(14)).

[ ](10) 52.219-16, Liquidated Damages--Subcontracting Plan (JAN 1999) (15 U.S.C. 637(d)(4)(F)(i)).

[ ](11)(i) 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns (SEP 2005) (10 U.S.C. 2323) (if the offeror elects to waive the adjustment, it shall so indicate in its offer).

[ ](ii) Alternate I (JUN 2003) of 52.219-23.

[ ](12) 52.219-25, Small Disadvantaged Business Participation Program - Disadvantaged Status and Reporting (OCT 1999) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

[ ](13) 52.219-26, Small Disadvantaged Business Participation Program - Incentive Subcontracting (OCT 2000) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

[ ] (14) 52.219-27, Notice of Total Service-Disabled Veteran-Owned Small Business Set-Aside (May 2004)(15 U.S.C. 657 f).

[ ] (15) 52.219-28, Post Award Small Business Program Rerepresentation (JUNE 2007) (15 U.S.C. 632(a)(2)).

X(16) 52.222-3, Convict Labor (JUN 2003) (E.O. 11755).

[ ](17) 52.222-19, Child Labor - Cooperation with Authorities and Remedies (AUG 2007) (E.O. 13126).

X(18) 52.222-21, Prohibition of Segregated Facilities (FEB 1999).

X(19) 52.222-26, Equal Opportunity (MAR 2007) (E.O. 11246).

X(20) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEP 2006) (38 U.S.C. 4212).

X(21) 52.222-36, Affirmative Action for Workers with Disabilities (JUN 1998) (29 U.S.C. 793).

X(22) 52.222-37, Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEP 2006) (38 U.S.C. 4212).

X(23) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (DEC 2004) (E.O. 13201).

X(24)(i) 52.222-50, Combating Trafficking in Persons (AUG 2007) (Applies to all contracts).

[ ] (ii) Alternate I (AUG 2007) of 52.222-50.

[ ](25)(i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated Products (AUG 2000) (42 U.S.C. 6962(c)(3)(A)(ii)).

[ ](ii) Alternate I (AUG 2000) of 52.223-9 (42 U.S.C. 6962(i)(2)(C)).

[ ](26) 52.225-1, Buy American Act - Supplies (JUN 2003) (41 U.S.C. 10a-10d).

[ ] (27)(i) 52.225-3, Buy American Act--Free Trade Agreements--Israeli Trade Act (AUG 2007) (41 U.S.C. 10a-10d, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, Pub. L 108-77, 108-78, 108-286, 109-53 and 109-169).

[ ](ii) Alternate I (JAN 2004) of 52.225-3.

[ ](iii) Alternate II (JAN 2004) of 52.225-3.

[ ](28) 52.225-5, Trade Agreements (AUG 2007) (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note).

X(29) 52.225-13, Restrictions on Certain Foreign Purchases (FEB 2006) (E.o.s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).

[ ](30) 52.226-4, Notice of Disaster or Emergency Area Set-Aside (AUG 2006) (42 U.S.C. 5150).

[ ](31) 52.226-5, Restrictions on Subcontracting Outside Disaster or Emergency Area (AUG 2006) (42 U.S.C. 5150).

[ ](32) 52.232-29, Terms for Financing of Purchases of Commercial Items (FEB 2002) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).

X(33) 52.232-30, Installment Payments for Commercial Items (OCT 1995) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).

[ ](34) 52.232-33, Payment by Electronic Funds Transfer - Central Contractor Registration (OCT 2003) (31 U.S.C. 3332).

X(35) 52.232-34, Payment by Electronic Funds Transfer - Other than Central Contractor Registration (MAY 1999) (31 U.S.C. 3332).

[ ](36) 52.232-36, Payment by Third Party (MAY 1999) (31 U.S.C. 3332).

X(37) 52.239-1, Privacy or Security Safeguards (AUG 1996) (5 U.S.C. 552a).

[ ](38)(i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. Appx 1241(b) and 10 U.S.C. 2631).

[ ](ii) Alternate I (APR 2003) of 52.247-64.

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items: (Contracting Officer check as appropriate.)

X(1) 52.222-41, Service Contract Act of 1965, as Amended (JUL 2005) (41 U.S.C. 351, et seq.).

X(2) 52.222-42, Statement of Equivalent Rates for Federal Hires (MAY 1989) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

[ ](3) 52.222-43, Fair Labor Standards Act and Service Contract Act--Price Adjustment (Multiple Year and Option Contracts) (NOV 2006) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

[ ](4) 52.222-44, Fair Labor Standards Act and Service Contract Act--Price Adjustment (FEB 2002) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

[ ](5) 52.237-11, Accepting and Dispensing of $1 Coin (AUG 2007)(31 U.S.C. 5112(p)(1)).

(d) *Comptroller General Examination of Record.* The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records - Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e)(1) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c), and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in paragraphs (i) through (vii) of this paragraph in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause--

(i) 52.219-8, Utilization of Small Business Concerns (MAY 2004) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds $550,000 ($1,000,000 for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(ii) 52.222-26, Equal Opportunity (MAR 2007) (E.O. 11246).

(iii) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEP 2006) (38 U.S.C. 4212).

(iv) 52.222-36, Affirmative Action for Workers with Disabilities (JUN 1998) (29 U.S.C. 793).

(v) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (DEC 2004) (E.O. 13201).

(vi) 52.222-41, Service Contract Act of 1965, as Amended (JUL 2005), flow down required for all subcontracts subject to the Service Contract Act of 1965 (41 U.S.C. 351, et seq.).

(vii) 52.222-50, Combating Trafficking in Persons (AUG 2007) (22 U.S.C. 7104(g)). Flow down required in accordance with paragraph (f) of FAR clause 52.222-50.

(viii) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. Appx 1241(b) and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(2) While not required, the contractor may include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(End of clause)

SECTION 4 - CONTRACT DOCUMENTS, EXHIBITS OR ATTACHMENTS

4.1 LIST OF ATTACHMENTS

The following documents are attached hereto and made a part of this contract:

(1) Wage Determination
(2) Data Requirements List and Data Requirements
(3) Position Descriptions

ATTACHMENT 1

WAGE DETERMINATION

WD 05-2117 (Rev.-5) was first posted on www.wdol.gov on 10/09/2007
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****

REGISTER OF WAGE DETERMINATIONS UNDER
THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
WASHINGTON D.C. 20210

William W.Gross
Director

Division of
Wage Determinations

Wage Determination No.: 2005-2117
Revision No.: 5
Date Of Revision: 10/01/2007

State: Florida

Area: Florida Counties of Brevard, Indian River

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	MINIMUM WAGE RATE
01000 - Administrative Support And Clerical Occupations	
01011 - Accounting Clerk I	12.36
01012 - Accounting Clerk II	14.60
01013 - Accounting Clerk III	18.43
01020 - Administrative Assistant	19.20
01040 - Court Reporter	15.62
01051 - Data Entry Operator I	11.69
01052 - Data Entry Operator II	13.31
01060 - Dispatcher, Motor Vehicle	14.37
01070 - Document Preparation Clerk	11.77
01090 - Duplicating Machine Operator	11.77
01111 - General Clerk I	12.38
01112 - General Clerk II	13.29
01113 - General Clerk III	13.81
01120 - Housing Referral Assistant	16.88
01141 - Messenger Courier	10.58
01191 - Order Clerk I	11.55
01192 - Order Clerk II	13.60
01261 - Personnel Assistant (Employment) I	13.60
01262 - Personnel Assistant (Employment) II	15.04
01263 - Personnel Assistant (Employment) III	17.12
01270 - Production Control Clerk	18.35
01280 - Receptionist	9.89
01290 - Rental Clerk	11.89
01300 - Scheduler, Maintenance	14.20
01311 - Secretary I	14.20
01312 - Secretary II	15.62
01313 - Secretary III	16.88
01320 - Service Order Dispatcher	13.06
01410 - Supply Technician	18.25
01420 - Survey Worker	13.94
01531 - Travel Clerk I	10.49
01532 - Travel Clerk II	11.34
01533 - Travel Clerk III	12.13
01611 - Word Processor I	12.21
01612 - Word Processor II	13.16
01613 - Word Processor III	15.77
05000 - Automotive Service Occupations	

05005 - Automobile Body Repairer, Fiberglass	18.13
05010 - Automotive Electrician	17.29
05040 - Automotive Glass Installer	16.35
05070 - Automotive Worker	16.35
05110 - Mobile Equipment Servicer	14.76
05130 - Motor Equipment Metal Mechanic	17.98
05160 - Motor Equipment Metal Worker	16.35
05190 - Motor Vehicle Mechanic	17.98
05220 - Motor Vehicle Mechanic Helper	13.89
05250 - Motor Vehicle Upholstery Worker	15.79
05280 - Motor Vehicle Wrecker	16.35
05310 - Painter, Automotive	17.18
05340 - Radiator Repair Specialist	16.35
05370 - Tire Repairer	13.08
05400 - Transmission Repair Specialist	17.98
07000 - Food Preparation And Service Occupations	
07010 - Baker	12.08
07041 - Cook I	11.12
07042 - Cook II	12.08
07070 - Dishwasher	7.82
07130 - Food Service Worker	9.33
07210 - Meat Cutter	13.56
07260 - Waiter/Waitress	8.47
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	17.08
09040 - Furniture Handler	12.39
09080 - Furniture Refinisher	15.76
09090 - Furniture Refinisher Helper	12.74
09110 - Furniture Repairer, Minor	14.28
09130 - Upholsterer	15.76
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	9.11
11060 - Elevator Operator	8.99
11090 - Gardener	11.48
11122 - Housekeeping Aide	10.08
11150 - Janitor	10.00
11210 - Laborer, Grounds Maintenance	9.62
11240 - Maid or Houseman	7.90
11260 - Pruner	8.75
11270 - Tractor Operator	11.21
11330 - Trail Maintenance Worker	9.62
11360 - Window Cleaner	10.97
12000 - Health Occupations	
12010 - Ambulance Driver	15.46
12011 - Breath Alcohol Technician	17.67
12012 - Certified Occupational Therapist Assistant	23.88
12015 - Certified Physical Therapist Assistant	22.90
12020 - Dental Assistant	15.19
12025 - Dental Hygienist	23.76
12030 - EKG Technician	16.95
12035 - Electroneurodiagnostic Technologist	16.95
12040 - Emergency Medical Technician	15.46
12071 - Licensed Practical Nurse I	15.52
12072 - Licensed Practical Nurse II	17.38
12073 - Licensed Practical Nurse III	17.67
12100 - Medical Assistant	11.26
12130 - Medical Laboratory Technician	15.71
12160 - Medical Record Clerk	14.62
12190 - Medical Record Technician	16.36
12195 - Medical Transcriptionist	13.21
12210 - Nuclear Medicine Technologist	27.16

12221 - Nursing Assistant I	9.77
12222 - Nursing Assistant II	10.98
12223 - Nursing Assistant III	11.98
12224 - Nursing Assistant IV	13.45
12235 - Optical Dispenser	14.65
12236 - Optical Technician	13.58
12250 - Pharmacy Technician	11.63
12280 - Phlebotomist	13.45
12305 - Radiologic Technologist	22.10
12311 - Registered Nurse I	20.46
12312 - Registered Nurse II	25.03
12313 - Registered Nurse II, Specialist	25.03
12314 - Registered Nurse III	30.29
12315 - Registered Nurse III, Anesthetist	30.29
12316 - Registered Nurse IV	36.30
12317 - Scheduler (Drug and Alcohol Testing)	21.89
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	16.28
13012 - Exhibits Specialist II	19.38
13013 - Exhibits Specialist III	21.19
13041 - Illustrator I	16.29
13042 - Illustrator II	19.38
13043 - Illustrator III	21.19
13047 - Librarian	20.37
13050 - Library Aide/Clerk	9.10
13054 - Library Information Technology Systems Administrator	19.38
13058 - Library Technician	12.47
13061 - Media Specialist I	14.31
13062 - Media Specialist II	15.74
13063 - Media Specialist III	17.31
13071 - Photographer I	12.95
13072 - Photographer II	15.67
13073 - Photographer III	18.66
13074 - Photographer IV	20.41
13075 - Photographer V	22.56
13110 - Video Teleconference Technician	15.74
14000 - Information Technology Occupations	
14041 - Computer Operator I	15.85
14042 - Computer Operator II	17.24
14043 - Computer Operator III	19.34
14044 - Computer Operator IV	21.22
14045 - Computer Operator V	23.68
14071 - Computer Programmer I (1)	18.98
14072 - Computer Programmer II (1)	23.42
14073 - Computer Programmer III (1)	27.62
14074 - Computer Programmer IV (1)	27.62
14101 - Computer Systems Analyst I (1)	26.40
14102 - Computer Systems Analyst II (1)	27.62
14103 - Computer Systems Analyst III (1)	27.62
14150 - Peripheral Equipment Operator	15.85
14160 - Personal Computer Support Technician	21.22
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	23.92
15020 - Aircrew Training Devices Instructor (Rated)	31.59
15030 - Air Crew Training Devices Instructor (Pilot)	35.00
15050 - Computer Based Training Specialist / Instructor	27.62
15060 - Educational Technologist	20.95
15070 - Flight Instructor (Pilot)	35.00
15080 - Graphic Artist	20.58
15090 - Technical Instructor	19.20
15095 - Technical Instructor/Course Developer	23.23

15110 - Test Proctor	15.49
15120 - Tutor	15.49
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	7.75
16030 - Counter Attendant	7.75
16040 - Dry Cleaner	9.67
16070 - Finisher, Flatwork, Machine	7.75
16090 - Presser, Hand	7.75
16110 - Presser, Machine, Drycleaning	7.75
16130 - Presser, Machine, Shirts	7.75
16160 - Presser, Machine, Wearing Apparel, Laundry	7.75
16190 - Sewing Machine Operator	10.30
16220 - Tailor	10.94
16250 - Washer, Machine	8.39
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	16.76
19040 - Tool And Die Maker	19.92
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	12.05
21030 - Material Coordinator	18.35
21040 - Material Expediter	18.35
21050 - Material Handling Laborer	9.57
21071 - Order Filler	11.67
21080 - Production Line Worker (Food Processing)	13.84
21110 - Shipping Packer	12.65
21130 - Shipping/Receiving Clerk	12.69
21140 - Store Worker I	10.94
21150 - Stock Clerk	14.55
21210 - Tools And Parts Attendant	15.80
21410 - Warehouse Specialist	14.58
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	23.86
23021 - Aircraft Mechanic I	22.72
23022 - Aircraft Mechanic II	23.86
23023 - Aircraft Mechanic III	25.05
23040 - Aircraft Mechanic Helper	15.97
23050 - Aircraft, Painter	19.61
23060 - Aircraft Servicer	17.89
23080 - Aircraft Worker	18.80
23110 - Appliance Mechanic	15.76
23120 - Bicycle Repairer	13.08
23125 - Cable Splicer	20.53
23130 - Carpenter, Maintenance	15.76
23140 - Carpet Layer	15.19
23160 - Electrician, Maintenance	18.94
23181 - Electronics Technician Maintenance I	18.69
23182 - Electronics Technician Maintenance II	22.66
23183 - Electronics Technician Maintenance III	25.45
23260 - Fabric Worker	14.55
23290 - Fire Alarm System Mechanic	17.44
23310 - Fire Extinguisher Repairer	13.84
23311 - Fuel Distribution System Mechanic	19.18
23312 - Fuel Distribution System Operator	16.44
23370 - General Maintenance Worker	16.56
23380 - Ground Support Equipment Mechanic	22.72
23381 - Ground Support Equipment Servicer	17.89
23382 - Ground Support Equipment Worker	18.80
23391 - Gunsmith I	16.66
23392 - Gunsmith II	19.02
23393 - Gunsmith III	21.44
23410 - Heating, Ventilation And Air-Conditioning Mechanic	16.81

23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility) 17.77
23430 - Heavy Equipment Mechanic 17.93
23440 - Heavy Equipment Operator 16.89
23460 - Instrument Mechanic 16.89
23465 - Laboratory/Shelter Mechanic 20.21
23470 - Laborer 11.04
23510 - Locksmith 15.76
23530 - Machinery Maintenance Mechanic 19.95
23550 - Machinist, Maintenance 17.68
23580 - Maintenance Trades Helper 12.74
23591 - Metrology Technician I 16.89
23592 - Metrology Technician II 17.86
23593 - Metrology Technician III 18.62
23640 - Millwright 20.21
23710 - Office Appliance Repairer 18.13
23760 - Painter, Maintenance 15.76
23790 - Pipefitter, Maintenance 16.80
23810 - Plumber, Maintenance 16.06
23820 - Pneudraulic Systems Mechanic 17.44
23850 - Rigger 17.44
23870 - Scale Mechanic 15.52
23890 - Sheet-Metal Worker, Maintenance 17.64
23910 - Small Engine Mechanic 15.00
23931 - Telecommunications Mechanic I 21.95
23932 - Telecommunications Mechanic II 22.95
23950 - Telephone Lineman 18.14
23960 - Welder, Combination, Maintenance 16.49
23965 - Well Driller 17.44
23970 - Woodcraft Worker 17.44
23980 - Woodworker 13.54
24000 - Personal Needs Occupations
24570 - Child Care Attendant 8.01
24580 - Child Care Center Clerk 11.46
24610 - Chore Aide 9.57
24620 - Family Readiness And Support Services Coordinator 11.33
24630 - Homemaker 14.03
25000 - Plant And System Operations Occupations
25010 - Boiler Tender 17.44
25040 - Sewage Plant Operator 16.48
25070 - Stationary Engineer 17.44
25190 - Ventilation Equipment Tender 12.74
25210 - Water Treatment Plant Operator 16.48
27000 - Protective Service Occupations
27004 - Alarm Monitor 13.31
27007 - Baggage Inspector 11.84
27008 - Corrections Officer 16.48
27010 - Court Security Officer 16.85
27030 - Detection Dog Handler 15.65
27040 - Detention Officer 16.48
27070 - Firefighter 16.09
27101 - Guard I 11.84
27102 - Guard II 15.65
27131 - Police Officer I 18.15
27132 - Police Officer II 20.16
28000 - Recreation Occupations
28041 - Carnival Equipment Operator 11.35
28042 - Carnival Equipment Repairer 11.62
28043 - Carnival Equpment Worker 7.82
28210 - Gate Attendant/Gate Tender 12.36
28310 - Lifeguard 11.01

28350 - Park Attendant (Aide)	13.83
28510 - Recreation Aide/Health Facility Attendant	10.09
28515 - Recreation Specialist	17.13
28630 - Sports Official	11.01
28690 - Swimming Pool Operator	14.78
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	16.92
29020 - Hatch Tender	16.52
29030 - Line Handler	16.52
29041 - Stevedore I	16.17
29042 - Stevedore II	17.91
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (2)	32.97
30011 - Air Traffic Control Specialist, Station (HFO) (2)	22.72
30012 - Air Traffic Control Specialist, Terminal (HFO) (2)	25.03
30021 - Archeological Technician I	14.56
30022 - Archeological Technician II	16.54
30023 - Archeological Technician III	20.23
30030 - Cartographic Technician	19.71
30040 - Civil Engineering Technician	19.10
30061 - Drafter/CAD Operator I	11.70
30062 - Drafter/CAD Operator II	15.05
30063 - Drafter/CAD Operator III	18.21
30064 - Drafter/CAD Operator IV	19.71
30081 - Engineering Technician I	12.00
30082 - Engineering Technician II	15.25
30083 - Engineering Technician III	17.55
30084 - Engineering Technician IV	21.16
30085 - Engineering Technician V	25.87
30086 - Engineering Technician VI	30.47
30090 - Environmental Technician	18.78
30210 - Laboratory Technician	22.55
30240 - Mathematical Technician	19.24
30361 - Paralegal/Legal Assistant I	13.81
30362 - Paralegal/Legal Assistant II	18.68
30363 - Paralegal/Legal Assistant III	22.84
30364 - Paralegal/Legal Assistant IV	27.66
30390 - Photo-Optics Technician	19.71
30461 - Technical Writer I	17.96
30462 - Technical Writer II	21.97
30463 - Technical Writer III	26.57
30491 - Unexploded Ordnance (UXO) Technician I	20.95
30492 - Unexploded Ordnance (UXO) Technician II	25.35
30493 - Unexploded Ordnance (UXO) Technician III	30.39
30494 - Unexploded (UXO) Safety Escort	20.95
30495 - Unexploded (UXO) Sweep Personnel	20.95
30620 - Weather Observer, Combined Upper Air Or Surface Programs (2)	17.31
30621 - Weather Observer, Senior (2)	19.24
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	10.56
31030 - Bus Driver	15.56
31043 - Driver Courier	12.48
31260 - Parking and Lot Attendant	9.94
31290 - Shuttle Bus Driver	13.42
31310 - Taxi Driver	10.94
31361 - Truckdriver, Light	13.48
31362 - Truckdriver, Medium	14.22
31363 - Truckdriver, Heavy	15.44
31364 - Truckdriver, Tractor-Trailer	15.44
99000 - Miscellaneous Occupations	
99030 - Cashier	8.76

99050 - Desk Clerk	9.53
99095 - Embalmer	22.02
99251 - Laboratory Animal Caretaker I	10.23
99252 - Laboratory Animal Caretaker II	11.03
99310 - Mortician	22.59
99410 - Pest Controller	13.48
99510 - Photofinishing Worker	9.71
99710 - Recycling Laborer	11.69
99711 - Recycling Specialist	14.40
99730 - Refuse Collector	11.13
99810 - Sales Clerk	11.29
99820 - School Crossing Guard	9.67
99830 - Survey Party Chief	14.45
99831 - Surveying Aide	9.58
99832 - Surveying Technician	13.14
99840 - Vending Machine Attendant	14.55
99841 - Vending Machine Repairer	17.01
99842 - Vending Machine Repairer Helper	14.55

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: $3.16 per hour or $126.40 per week or $547.73 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, 4 weeks after 15 years, and 5 weeks after 20 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordinance, explosives, and incendiary materials. This

ATTACHMENT 2

DATA REQUIREMENTS LIST AND DATA REQUIREMENTS

DATA REQUIREMENTS LIST	
DRL NUMBER: KISS	REVISION
PROJECT/SYSTEM KSC Institutional Support Services (KISS)	
CONTRACT NUMBER NNK08OP06B	PREPARATION DATE
CONTRACTOR REDE/Critique	TECHNICAL APPROVAL
ATTACHMENT NUMBER 2	EXHIBIT NUMBER

ITEM NO.	TITLE	CHANGE STATUS
1	Workforce Report	
2	Management and Control Plan for Treatment and Access to Sensitive Information	
3	Listing of Current Employees and Training Status Regarding Treatment of Sensitive Information	
4	Task Order Tracking Report	
5	Weekly Activity Report	
6	Advanced Notification of Workforce Reductions Report	
7	Records Management Program Plan	
8	Summary of Records Holdings & Transfers (File Plan)	

INSTRUCTIONS FOR COMPLETING CONTRACT APPLICATION INFORMATION

A. LINE ITEM NO. Sequentially number line items beginning with number 001.

B. LINE ITEM TITLE - Enter the title of the data item, as shown in the Statement of Work (SOW), the RFP and/or as directed by the CTM

C. OPR (OFFICE OF PRIMARY RESPONSIBILITY) - Enter the organization designated to exercise technical and or administrative control over the data requirement. Use approved organizational code.

D. TYPE - Enter "Type of Data" code as follows:

CODE	DESCRIPTION
1	Data requiring written approval by the procuring activity prior to implementation into the procurement or development program.
2	Data submitted to the procuring activity for review not later than three weeks prior to project implementation. Data shall be considered approved unless the contractor has been notified of disapproval prior to project implementation.
3	Data submitted to the procuring activity for coordination, surveillance, or information.
4	Data retained by the contractor to be made available to the procuring activity upon request. The contractor shall furnish a list to the procuring activity.
5	Data to be retained by the contractor and reviewed by NASA on request.

E. INSPECT/ACCEPT - Enter Inspection Acceptance code as follows:

CODE	INSPECTION	ACCEPTANCE	CODE	INSPECTION	ACCEPTANCE
1	Source	Source	4	Certificate of Conformance	(Mandatory)
2	Destination (OPR)	Destination (OPR)	5	Certificate of Conformance	(Optional)
3	Source	Destination (OPR)	6	No Inspection Required	No Acceptance Required

F. FREQ. OF SUBM. - Enter the frequency of submission code as follows:

CODE	DESCRIPTION	CODE	DESCRIPTION	CODE	DESCRIPTION
AD	AS DIRECTED	PC	PER CONTRACT	PV	PER VEHICLE
AN	ANNUAL	PD	PER FAILURE	QU	QUARTERLY
AR	AS REQUIRED	PE	PER EVENT	RD	AS RELEASED
BE	BIENNIAL	PF	PER FACILITY	RT	ONE TIME & REVISIONS
BM	BIMONTHLY (every two months)	PG	PER PROGRAM	SA	SEMI ANNUALLY
BW	BIWEEKLY (every two weeks)	PI	PER EQUIPMENT END ITEM	SM	SEMI MONTHLY
DA	DAILY	PJ	PER PROJECT	TY	THREE YEAR PERIOD
DD	DEFERRED DELIVERY	PL	PER LAUNCH FLIGHT MISSION	UR	UPON REQUEST
MO	MONTHLY	PS	PER SYSTEM	WK	WEEKLY
OT	ONE TIME	PT	PER TEST		

G. INITIAL SUBMITTAL - Enter date of initial submittal as follows: Month, Day, Year. If calendar date is not scheduled, enter number of days preceding, or following, event to which the data requirement is related (e.g., 90 days prior to launch). Amplify in REMARKS, Item J, if necessary.

H. AS OF DATE - For "Onetime Only" submittals, enter date by month/day/year. For recurring submittals, enter number coding (e.g., 30/10, 90/10, 15/5, etc.). The first digit(s) indicate the number of calendar days from the reporting period's (Block F) start to the data preparation cut off. The second digit(s), after the slash, indicate the number of calendar days from the cut off to the submittal date. Example: If Block F were "MO" and Block H were "30/10", the data would include the entire month and would be submitted within 10 days thereafter.

J. REMARKS: Enter in this space:
   a. Minor exceptions to the DRD.
   b. Stipulation of specific forms when multiple forms are authorized on the DRD.
   c. The paragraph, page, etc., in an existing contract where the data requirement is specified. (This data may be removed at final approval.)
   d. Additional submittal information, if necessary.

K. DISTRIBUTION - Enter organizational symbol, number of copies, and type of copy code(s) (in parenthesis) required for each office. Type of copy codes are as follows:

CODE	DEFINITION	CODE	DEFINITION
A	Regular	C	Microfilm, Aperture Cards
B	Reproducible	D	Other, (Explain in remarks, Item J).

EXAMPLE ENTRIES: IS-PRO-2 (1A) = One regular copy. IS-PRO-3 (5 A, 1B) = Five Regular copies, One Reproducible copy. Enter the total number of copies by type in the space provided

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INSTRUCTIONS FOR COMPLETING DATA REQUIREMENT DESCRIPTION

GENERAL - The Data Requirement Description (DRD) will be prepared to describe the content and provide preparation information for data required in support of NASA programs.

1. TITLE - Enter the title or type of document required. The first word of the title should be a principal noun which best established the basic concept of the data. Subsequent words should be appropriate modifiers.
   Examples: Plan, Project Development (SIVB)
   Specification, Test (GSE)
   Report, Quarterly Progress
   Proposal, Engineering change (ECP)
2. NUMBER - Enter the appropriate number assigned to the DRD. This number will identify the appropriate data category.
3. USE - Enter a synopsis of the use of the document, stating reason for the requirement.
4. DATE - Enter date of preparation.
5. ORGANIZATION - Identify the installation preparing the DRD
6. REFERENCES - List applicable documents by number, (NASA Management Manual, Mil Specifications, Federal Standards, NASA Procurement Regulation, etc.,) to which the preparing office (e.g., NASA installations, contractors, etc.) may refer for additional information concerning the data requirement.
7. INTERRELATIONSHIP - Enter all affected approved DRDs within the scope of the program when the DRD under preparation creates a significant impact or interface relationship with existing DRDs. Include a brief narrative of the impact or relationship created and a statement that the new DRD does not cause a conflict with other DRDs.
8. PREPARATION INFORMATION - Provide ample information for preparation of the data required by the data requirements description, include all necessary details of preparation to satisfy the originator's formal requirements.

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL KISS

A. ITEM NO. 001

B. LINE ITEM TITLE:

Workforce Report

C. OPR.	D. TYPE	E. INSPECT/ ACCEPT	F. FREQ.	G. INITIAL SUB.	H. AS OF DATE
BA-D	3	6	QU	4/10/08	90/10

J. REMARKS:

K. DISTRIBUTION

OP-OS (1)
BA-D (1) Mariah.K.Champagne@nasa.gov
Labor Relations Office/OP (1)

TOTALS NO.	TYPE
3	B

DATA REQUIREMENT DESCRIPTION

1. TITLE: Workforce Report

2. NUMBER:

3. USE:

4. DATE:

5. ORGANIZATION: KSC/BA-D

7. INTERRELATIONSHIP:

8. REFERENCES:

8. PREPARATION INFORMATION

The Contractor shall submit, on a quarterly basis, a manpower report delineating information about its workforce. The report shall include:

1. Contract number
2. Contractor's total on-site workforce
3. Total on-site union represented employees by bargaining unit
4. Total on-site non-union represented employees
5. Total off-site workforce performing on the contract

The Contractor shall provide this information no later than 10 days after the close of each reporting period which end March 31st, June 30th, September 30th , and December 31st. The report shall be submitted to the Contracting Officer with copies to Workforce Planning and Analysis Office, (Code BA-D) and Industrial Labor Relations Office (Code OP).

Contractor form is acceptable.

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL KISS

A. ITEM NO. 002

B. LINE ITEM TITLE:

Management and Control Plan for Treatment and Access to Sensitive Information

C. OPR.	D. TYPE	E. INSPECT/ ACCEPT	F. FREQ.	G. INITIAL SUB.	H. AS OF DATE
OP-OS	2	6	RT	45 days after contract award	N/A

J. REMARKS:

K. DISTRIBUTION

OP-OS (B)

TOTALS NO.	TYPE
1	B

DATA REQUIREMENT DESCRIPTION

1. TITLE

Management and Control Plan for Treatment and Access to Sensitive Information

2. NUMBER

3. USE

Document contractor's approach for compliance with NFS 1852.237-72.

4. DATE

5. ORGANIZATION

OP-OS

7. INTERRELATIONSHIP

6. REFERENCES

NFS 1852.237-72

8. PREPARATION INFORMATION

The plan shall describe how the contractor will fully comply with the management and control of sensitive information as specified in NFS Clause 1852.237-72. The plan shall, as a minimum, devote a section to each of the seven requirements specified in Section (c) of the clause.

Copies of revisions to the plan shall be promptly provided to the Contracting Officer.

The contractor can reasonably expect that the Government will conduct a minimum of one annual audit of the contractor's compliance with the plan.

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL KISS

A. ITEM NO. 003

B. LINE ITEM TITLE:

Listing of Current Employees and Training Status Regarding Treatment of Sensitive Information

C. OPR.	D. TYPE	E. INSPECT/ ACCEPT	F. FREQ.	G. INITIAL SUB.	H. AS OF DATE
OP-OS	3	6	MO	30 days after contract award	30/10

J. REMARKS:

K. DISTRIBUTION

OP-OS (B)

TOTALS NO.	TYPE
1	B

DATA REQUIREMENT DESCRIPTION

1. TITLE

Listing of Current Employees and Training Status Regarding Treatment of Sensitive Information

2. NUMBER

3. USE

Provide identification of personnel at KSC and document contractor's compliance with NFS 1852.237-72(c)(5) and (6)

4. DATE

5. ORGANIZATION

OP-OS

6. REFERENCES

NFS 1852.237-72

7. INTERRELATIONSHIP

8. PREPARATION INFORMATION

The report shall include a listing of all contractor employees located at KSC with the following information:

1. Name
2. Task order number
3. Office supported (full name and code)
4. Position title
5. Contact name and phone number for office supported (best civil service employee to contact about this person)
6. Date of employee's written affirmation s/he has received the training required by contract clause 1852.237-72, Access to Sensitive Information.

Contractor form is acceptable.

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL KISS

A. ITEM NO. 004

B. LINE ITEM TITLE:

Task Order Tracking Report

C. OPR.	D. TYPE	E. INSPECT/ ACCEPT	F. FREQ.	G. INITIAL SUB.	H. AS OF DATE
OP-OS	3	6	MO	30 days after contract award	30/10

J. REMARKS:

K. DISTRIBUTION

OP-OS (B)
Task order technical monitors (B)

TOTALS NO.	TYPE
1	B

DATA REQUIREMENT DESCRIPTION

1. TITLE

Task Order Tracking Report

2. NUMBER

3. USE

To track all task orders awarded against this task order and to monitor funding as compared to contract value.

4. DATE

5. ORGANIZATION

OP-OS

7. INTERRELATIONSHIP

6. REFERENCES

8. PREPARATION INFORMATION

The report shall include a listing of all task orders awarded against this contract with the following information:

1. Task order number
2. Task order title
3. Task order requiring organization
4. Task order period of performance
5. Task order value (NTE)
6. Task order cumulative actual invoiced amount
7. Task order headcount
8. Sum of all task order values
9. Sum of all task order headcounts

Upon task order completion this report shall mark that task order as "closed" and shall report the final billed value of the task order.

The report shall have an "Actual Hours Worked" attachment for each task order with the following information:

1. Task order number
2. Task order title
3. Task order requiring organization
4. Listing of each position for that task order and actual hours worked that month
5. Calculate the total

Contractor shall use the attached templates to submit this information.

DRD 004 Template
Task Order Tracking Report

Task Orders		Requiring Org	POP	Status (Open or Closed)	Order Values			Cum. Total NTE Contract Value
Base Period								
Number	Title				NTE	Cum. Actual Billed	Final	
TBD								
TBD								
TBD								
TBD								
TBD								
TBD								
TBD								
TBD								
TBD								
TBD								
TBD								
TBD								
TBD								
TBD								
TBD								
TBD								
TBD								
TBD								
TBD								
TBD								
Subtotal contract value for the period*:					TBD	TBD	TBD	

*Sum of open orders plus completed orders for the period.

DRD 004 Attachment
Actual Hours Worked

Task order number	Title	Requiring Org	Submission Month

Labor Category	Name	Actual Hours Worked	Billable Rate	Total
			Travel (if any)	

Task order total for current month	

Cum. Task order total to date	

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL KISS

A. ITEM NO. 005

B. LINE ITEM TITLE:

Weekly Activity Report

C. OPR.	D. TYPE	E. INSPECT/ ACCEPT	F. FREQ.	G. INITIAL SUB.	H. AS OF DATE
OP-OS	3	6	WK	1 week after contract award	7/2

J. REMARKS:

K. DISTRIBUTION

OP-OS- Ellen.R.Lamp@nasa.gov (1B)
Task order technical monitors (B)

TOTALS NO.	TYPE
TBD	B

DATA REQUIREMENT DESCRIPTION

1. TITLE

Weekly Activity Report

2. NUMBER

3. USE

To provide insight into status of all activities under contract.

4. DATE

5. ORGANIZATION

OP-OS

7. INTERRELATIONSHIP

6. REFERENCES

8. PREPARATION INFORMATION

The report shall describe the Contractor's weekly activities and identify accomplishments and issues to an appropriate level of detail such that the Government is provided insight into the Contractor's performance and can aid in resolution of issues as needed. This information shall be organized by task order.

Contractor form is acceptable.

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL KISS

A. Item No. 006

B. Line Item Title:

Advanced Notification of Workforce Reductions Report

C. Opr.	D. Type	E. Inspect/Accept	F. Freq.	G. Initial Sub.	H. As Of Date
OP	3	6	AR	See *J. Remarks	As Required

J. Remarks:

The contractor shall notify in writing the Industrial Relations Officer (IRO). Code OP. with a copy to the contracting officer. at least 15 calendar days in advance of notification to employees of any planned reduction of permanent. full-time. and part-time employees that exceeds 10% of the total contract workforce or 25 employees. whichever is less. In addition. if Workforce Adjustment and Retraining Notification (WARN) Act notification is required. the contractor shall provide to the IRO and the contracting officer the information required by the WARN Act. Section 639.7 (c) and a listing of all organizations to be notified including those required by Section 639.6 (a). (c). and (d). at least five (5) days prior to issuance of the notification. Type "D" electronic versions shall be....

K. Distribution

OP- Industrial Relations Officer (A)
OP- Contracting Officer (A)

Totals	
No.	Type
2	A

DATA REQUIREMENT DESCRIPTION

1. Title

Advanced Notification of Workforce Reductions Report

2. Number

3. Use

his document describes the contractor's overall management systems for the implementation and accomplishment of the contract Statement of Work (SOW).

4. Date

5. Organization

OP

7. Interrelationship

N/A

6. References

WARN Act. Section(s): 639.6(a).(c).(d).639.7(c)

8. Preparation Information

The notification shall include the reason for the reduction in workforce, the number of employees impacted, their labor classifications, their physical location, and their location within contract organizational structure.

The notification shall also identify the expected date of the first separation and the anticipated schedule for making separations, as well as the name and telephone number of a company official to contact for further information.

Contractor format is acceptable.

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL KISS

A. ITEM NO. 007

B. LINE ITEM TITLE:

Records Management Program Plan

C. OPR.	D. TYPE	E. INSPECT/ ACCEPT	F. FREQ.	G. INITIAL SUB	H. AS OF DATE
IT	3	6	AR	60 days after award	60 days after award

J. REMARKS:

See block 8.

K. DISTRIBUTION

OP-OS (1)
IT (1) Records Manager

TOTALS NO.	TYPE
2	B

DATA REQUIREMENT DESCRIPTION

1. TITLE

Records Management Program Plan

2. NUMBER

3. USE

To describe the overall approach to the Records Management Program.

4. DATE

5. ORGANIZATION

KSC/IT

7. INTERRELATIONSHIP

6. REFERENCES

See block 8.

8. PREPARATION INFORMATION

Contractor format is acceptable as long as the guidance described in the applicable documents is followed.

The following definitions are provided for clarification purposes.

(a) **Government-owned records.** Except as provided in paragraph (b) of this clause, all records acquired or generated by the contractor in it's performance of this contract shall be the property of the Government and shall be delivered to the Government or otherwise disposed of by the contractor either as the contracting officer may from time to time direct during the process of the work or, in any event, as the contracting officer shall direct upon completion or termination of the contract.

(b) **Contractor-owned records**

The following records are considered the property of the contractor and are not within the scope of paragraph (a) of this clause.

(1) Employment-related records (such as workers compensation files; employee relations records, records on salary and employee benefits; drug testing records, labor negotiation records, records on ethics, employee concerns, and other employee related investigations conducted under an expectation of confidentiality; employee assistance program records; and personnel and medical/health --related records and similar files), except for those records described by the contract as being maintained in Privacy Act systems of records.

(2) Confidential contractor financial information, and correspondence between the contractor and other segments of the contractor located away from the NASA Center (i.e., the contractor's corporate headquarters);

Continued on next page.

(3) Records relating to any procurement action by the contractor, (confidential financial information and correspondence obtained by the Contractor for use in its subcontracts; source selection and other confidential, pre-decisional, or similar documents relating to the Contractor's deliberative process in selecting subcontractors) except for records that fall under 48 CFR Chapter 18 that may apply to NASA;

(4) Legal records, including legal opinions, litigation files, and documents covered by the attorney-client and attorney work product privileges;

(5) The following categories of records maintained pursuant to the technology transfer clause of this contract.

(i) Executed license agreements, ,including exhibits or appendices containing information on royalties, royalty rates, other financial information, or commercialization plans, and all related documents, notes and correspondence.

(ii) The contractor's protected Cooperative Research and Development Agreement (CRADA) information and appendices to a CRADA that contain licensing terms and conditions, or royalty or royalty rate information.

(iii) Patent, copyright, mask work, and trademark application files and related contractor invention disclosures, documents and correspondence, where the contractor has elected rights or has permission to assert rights and has not relinquished such rights or turned such rights over to the Government.

(C) **Metadata**

Metadata as defined by ISO 15489 3.12 "Metadata: data describing context, content, and structure of records and their management through time."

DATA PREPARATION INFORMATION

1. **SCOPE**: This pertains to all records management programs.

2. **APPLICABLE DOCUMENTS**:

a. 44 U.S.C. Chapters 29, 31, 33.

b. 44 U.S.C. 3501 et seq., Paperwork Reduction Act.

c. 36 CFR Parts 1220-1238.

d. 5 U.S.C. 552, The Freedom of Information Act as amended.

e. 5 U.S.C. 552a, The Privacy Act of 1974 as amended.

f. OMB Circular A-130, Management of Federal Information Resources.

g. OMB Circular A-123, Internal Control Systems.

h. Executive Order 12656, Assignment of Emergency Preparedness Responsibilities, Sections 201, 202, 1901, and 2001 (November 18, 1988), as amended

i. NASA Records Management NPD 1440.6 (As revised)

j. NASA Retention Schedule NPR 1441.1 (As revised)

k. NASA Export Control Program, NPD 2190.1 (As revised)

Center Specific

l. KSC Records Management and Vital Records Program KNPD 1440.1 (As revised)

m. Records Management KDP-KSC-P-1881 (As revised)

3. CONTENTS: The Records Management Plan (RMP) shall describe the implementation of a records management program in accordance with compliance requirement above. The RMP shall provide sufficient detail to demonstrate an understanding of the compliance requirements including the following areas.

I. Program Management
    a. Program authorization and organization
    b. Guidance and training
    c. Internal Evaluations
    d. Procedures and Processes
II. Records Creation/Recordkeeping Requirements
    a. Creation of records/adequacy of documentation
    b. Contractor Records
III. Records Maintenance (General)
    a. General
    b. Paper-based Records
IV. Maintenance of Special Records
    a. Electronic Records
    b. Audiovisual Records
    c. Cartographic and Architectural Records
    d. Micrographic Records
V. Records Disposition
    a. Records Deposition Schedule Implementation
VI. Vital Records

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL KISS

A. ITEM NO. 008

B. LINE ITEM TITLE:

Summary of Records Holdings & Transfers (File Plan)

C. OPR.	D. TYPE	E. INSPECT/ ACCEPT	F. FREQ	G. INITIAL SUB.	H. AS OF DATE
IT	3	6	AN	120 days after award	120 days after award

J. REMARKS:

See block 8.

K. DISTRIBUTION

OP-OS (1)
IT (1) Records Manager

TOTALS NO.	TYPE
2	B

DATA REQUIREMENT DESCRIPTION

1. TITLE

Summary of Records Holdings & Transfers (File Plan)

2. NUMBER

3. USE

To submit summary of records holdings as specified in stated requirements.

4. DATE

5. ORGANIZATION

KSC/IT

7. INTERRELATIONSHIP

6. REFERENCES

See block 8.

8. PREPARATION INFORMATION

Contractor format is acceptable as long as the guidance described in the applicable documents is followed.

DATA PREPARATION INFORMATION

14. **SCOPE**: All records management programs.

15. **APPLICABLE DOCUMENTS**:
a. NASA Records Management NPD 1440.6 (As revised)
b. NASA Retention Schedule NPR 1441 (As revised)
c. KSC Records Management and Vital Record s Program KNPD 1440.1 (As revised)
d. Records Management KDP-KSC-P-1881 (As revised)
e. NASA Export Control Program, NPD 2190.1 (As revised)

Continued on next page.

16. CONTENTS: The contractor's format is acceptable. The file plan shall include at a minimum, the following data:

a. **AFS#**: NPR 1441.1

b. **Item#:** NPR 1441.1

c. **Record Title**: Record Series description, a description of the record and its function

d. **Office of Record**: Office responsible for retiring the record at end of lifecycle

e. **Location**: Physical location of records

f. **Retention/Disposition**: The period of time the record shall be kept, and how it is treated at the end of its active lifecycle

g. **Permanent vs. Temporary**: Designation of permanent status or temporary status of records

h. **Vital Status**: Records identified as necessary for continuing operations immediately following an emergency

i. **Volume:** Amount of records

ATTACHMENT 3

POSITION DESCRIPTIONS

Labor Category	Qualifications	Position Description
Subject to Service Contract Act:		
ACCOUNTING CLERK I	High School diploma or equivalent of 0-1 year of experience	This position is responsible for performing one or more routine accounting clerical operations such as: examining, verifying, and correcting various accounting documents to ensure completeness and accuracy of data in accordance to accounting procedures. Specific tasks/duties are assigned under adequate supervision. Entry-level reconciliation and posting will be assigned under detailed guidance. In most instances, an employee in this position will rely on the supervisors' instructions. Completed work will be reviewed for accuracy and compliance with procedures.
ACCOUNTING CLERK II	A high school diploma and 1-2 years of experience in the field or related area	This position uses knowledge of double entry bookkeeping in performing one or more of the following: posting actions to journals, identifying subsidiary accounts affected, making debit and credit entries, and assigning proper codes. The Accounting Clerk II may review computer printouts against manually maintained journals, detect and correct erroneous postings, and prepare documents to adjust accounting classifications and other data, or review lists of transactions rejected by an automated system. In this instance, the Accounting Clerk II will determine reasons for rejections, and prepare necessary correcting material. On routine assignments, an employee will select and apply established procedures and techniques. Detailed instructions are provided for difficult or unusual assignments. Completed work and methods used, are reviewed for technical accuracy.
ACCOUNTING CLERK III	A high school diploma and 2-3 years of experience in the field or related area	The Accounting Clerk III maintains journals or subsidiary ledgers of an accounting system and balances and reconciles accounts. Typical duties include one or both of the following: 1.) reviewing invoices and statements verifying information, ensuring sufficient funds have been obligated, and if questionable, resolving with the submitting unit determining accounts involved. The review will include coding transactions, and processing material through data processing for application in the accounting system; 2.) analysis and reconciliation of computer printouts with operating unit reports (contacting units, researching causes of discrepancies, and taking action to ensure that accounts balance). Supervisor provides suggestions for handling unusual or non-recurring transactions. Conformance with requirements and technical soundness of completed work are reviewed by the supervisor, or are controlled by mechanisms built into the accounting processes.

Labor Category	Qualifications	Position Description
ADMINISTRATIVE ASSISTANT	High school diploma and 2 years experience	In addition to secretarial duties (filing, taking phone calls, scheduling appointments, making travel arrangements), this position will provide administrative support to executive staff with office management responsibilities to include budgeting, personnel records and payroll. The Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.
COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR	Bachelor's degree and experience in all aspects of instruction design, facilitation/training, communications (oral and written), word processing or desktop publishing, project management, and e-learning	The Computer Based Training Specialist works with courseware production team to design, develop, revise and validate interactive computer based courseware. This specialist uses specialized computer software and/or hardware to develop, integrate and edit instructional text, audio, graphics, animation and video for interactive presentations. This person also uses appropriate programming/branching logic and screen layout and remediation/feedback techniques. The Worker also implements quality control and review and revision procedures throughout the courseware development process.
COMPUTER SYSTEMS ANALYST I	Bachelor's degree and two years of experience in systems analysis or engineering	At this level, initial assignments are designed to expand practical experience in applying systems analysis techniques and procedures. This Analyst provides several phases of the required systems analysis where the nature of the system is predetermined, uses established fact-finding approaches, knowledge of pertinent work processes and procedures, and familiarity with related computer programming practices, system software, and computer equipment.
		This Worker carries out fact finding and analyses as assigned, (usually of a single activity or a routine problem); applies established procedures where the nature of the system, feasibility, computer equipment and programming language have already been decided; may assist a higher level systems analyst by preparing the detailed specifications required by computer programmers from information developed by the higher level analyst, and may research routine user problems and solve them by modifying the existing system when the solutions follow clear precedents. When cost and deadline estimates are required, results receive closer review.

Labor Category	Qualifications	Position Description
		The supervisor defines objectives, priorities, and deadlines. Incumbents work independently; adapt guides to specific situations; resolve problems and deviations according to established practices; and obtain advice where precedents are unclear or not available. Completed work is reviewed for conformance to requirements, timeliness, and efficiency. This position may supervise technicians and others who assist in specific assignments. Work at a level above this is deemed Supervisory or Individual Contributor.
COMPUTER SYSTEMS ANALYST II	Bachelor's degree and three years of experience in systems analysis or engineering	This Analyst applies systems analysis and design skills in an area such as a record keeping or scientific operation. A system of several varied sequences or formats is usually developed, e.g. the analyst develops systems for maintaining depositor accounts in a bank, maintaining accounts receivable in a retail establishment, maintaining inventory accounts in a manufacturing or wholesale establishment, or processing a limited problem in a scientific project. This position requires competence in most phases of system analysis and knowledge of pertinent system software and computer equipment and of the work processes, applicable regulations, workload, and practices of the assigned subject-matter area. Job duties require the incumbent to be able to recognize probable interactions of related computer systems and predict impact of a change in assigned system.
		The Computer Systems Analyst II reviews proposals which consist of objectives, scope, and user expectations; gathers facts, analyzes data, and prepares a project synopsis which compares alternatives in terms of cost, time, availability of equipment and personnel, and recommends a course of action; upon approval of synopsis, prepares specifications for development of computer programs. Duties also include the ability to determine and resolve data processing problems and coordinate the work with program, users, etc. This worker orients user personnel on new or changed procedures, may conduct special projects such as data element and code standardization throughout a broad system, working under specific objectives and bringing to the attention of the supervisor any unusual problems or controversies.

Labor Category	Qualifications	Position Description
		In this position, the incumbent works independently under overall project objectives and requirements, and apprises supervisor about progress and unusual complications. Guidelines usually include existing systems and the constraints imposed by related systems with which the incumbent's work must be meshed. This worker adapts design approaches successfully used in precedent systems, works on a segment of a complex data processing scheme or broad system, as described for Computer Systems Analyst, level III, works independently on routine assignments and receives instructions and guidance on complex assignments. Work is reviewed for accuracy of judgment, compliance with instructions, and to insure proper alignment with the overall system. Completed work is reviewed for timeliness, compatibility with other work, and effectiveness in meeting requirements. This analyst may provide functional direction to lower level assistants on assigned work.
COMPUTER SYSTEMS ANALYST III	Bachelor's degree and four years of experience in systems analysis or engineering	The Computer Systems Analyst III applies systems analysis and design techniques to complex computer systems in a broad area such as manufacturing, finance management, engineering, accounting, or statistics, logistics planning, material management, etc. Usually, there are multiple users of the system; however, there may be complex one-user systems, e.g., for engineering or research projects. This position requires competence in all phases of systems analysis techniques, concepts, and methods and knowledge of available system software, computer equipment, and the regulations, structure, techniques, and management practices of one or more subject-matter areas. Since input data usually come from diverse sources, this worker is responsible for recognizing probable conflicts and integrating diverse data elements and sources, and produces innovative solutions for a variety of complex problems.

Labor Category	Qualifications	Position Description
		The Computer Systems Analyst III maintains and modifies complex systems or develops new subsystems such as an integrated production scheduling, inventory control, cost analysis, or sales analysis record in which every item of each type is automatically processed through the full system of records. The incumbent guides users in formulating requirements, advises on alternatives and on the implications of new or revised data processing systems, analyzes resulting user project proposals, identifies omissions and errors in requirements and conducts feasibility studies. This analyst recommends optimum approach and develops system design for approved projects, interprets information and informally arbitrates between system users when conflicts exist. This worker may serve as lead analyst in a design subgroup, directing and integrating the work of one or two lower level analysts, each responsible for several programs. Supervision and nature of review are similar to level II; existing systems provide precedents for the operation of new subsystems.
GENERAL CLERK I	High school diploma, Ability to handle multiple tasks/transactions in a neat and orderly manner, Proficiency in Microsoft Word	This position follows clearly detailed specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file; could involve simple posting to individual accounts, opening mail, calculating and posting charges to departmental accounts, operating basic office equipment, e.g., photocopier, facsimile, multi-line phone/voicemail systems, mailing machines, and minimal computer programs. Little or no subject-matter knowledge is required, but the clerk uses his or her own judgment in choosing the proper procedure for each task.
GENERAL CLERK II	High school diploma, 1 year experience, Ability to handle multiple tasks/transactions in a neat and orderly manner, Proficiency in Microsoft Word	This position requires familiarity with the terminology of the office unit. The General Clerk selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.

Labor Category	Qualifications	Position Description
GENERAL CLERK III	High school diploma, 2 years experience, Ability to handle multiple tasks/transactions in a neat and orderly manner, Proficiency in Microsoft Word	This position uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence. The General Clerk III selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records (stored both manually and electronically); verifying statistical reports for accuracy and completeness; compiling information; and handling and adjusting complaints.
		The General Clerk III may also direct lower level clerks. Positions above level IV are excluded. Such positions (which may include supervisory responsibility over lower level clerks) require workers to use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments. Typical jobs covered by this exclusion include administrative assistants, clerical supervisors, and office managers.
PERSONNEL ASSISTANT I	High school diploma	This position performs a variety of tasks including, but not limited to, clerical and secretarial duties. The work is under general supervision of higher-level personnel in preparation of various human resource tasks throughout compensation, benefits, staffing/employment, EEO procedures and policy administration. The Personnel Assistant I is expected to exercise discretion at all times; limited judgment may be necessary at times. This assistant may be required to operate general office equipment such as: typewriter, personal computer, copier, adding machine, and facsimile.
PERSONNEL ASSISTANT II	High school diploma and 1 year experience	This position serves as a clerical expert in independently processing the most complicated types of personnel actions, e.g., temporary employment, rehires, and dismissals. In this position, one may perform tasks beyond routine clerical such as: pre-employment drug screening and new hire orientation, responding to routine questions on policy and procedures, and/or provide reports on employee turnover or time and attendance. This assistant may be asked to evaluate and consolidate information from various sources under short deadlines, such as internal or external survey information, reporting on company employment statistics (retention, equal opportunity reporting, etc). The Personnel Assistant II may provide guidance to lower level Personnel Assistants. This level requires extensive knowledge of various office software packages. Guidance is provided as needed. Completed written work receives close technical review from higher-level personnel office employees. Work may be checked occasionally.

Labor Category	Qualifications	Position Description
PERSONNEL ASSISTANT III	High school diploma and 2 years experience	This position performs work in support of human resource professionals that requires a good working knowledge of personnel procedures, guides, and precedents. Job tasks may include interviewing applicants, obtaining references, and recommending placement in a well-defined occupation. At this level, assistants typically have a range of personal contacts within and outside the organization, in addition to handling employee-sensitive material. Therefore, the Assistant must be tactful, discrete, and articulate. This Assistant may be involved in identifying potential issues and grievance procedures, in addition to documenting necessary information to avoid company threat. The Personnel Assistant III may make recommendations to human resource professionals on job classification, wage rates, and employee salaries. The use of computers may be relied on heavily for organizational and reporting purposes. Advanced experience with office software packages may be needed. This Assistant may perform some clerical work in addition to the above duties. Supervisor will review completed work against stated objectives.
SECRETARY I	High school diploma	This position provides support to staff that is directed through face to face meetings and whose organizational structure is not complex. Serves as office representative in a professional and courteous manner. Carries out recurring office procedures independently. Selects the guideline or reference which fits the specific case. Ensures consistent and quality products. Performs varied duties including or comparable to the following: handles visitors/phone calls, maintains calendar, operates office automation equipment, coordinates travel, maintains files, coordinates and tracks correspondence, coordinates and tracks actions, coordinates meetings, schedules conference rooms, takes meeting minutes, disseminates information, coordinates moves and information services.

Labor Category	Qualifications	Position Description
SECRETARY II	High school diploma	This position provides support to staff who directs subordinates through intermediate supervisors and whose organizational structure is complex and divided into subordinate groups. Serves as office representative in a professional and courteous manner. Carries out recurring office procedures independently. Has intermediate knowledge of general practices, guidelines and references and selects to specific case as appropriate. Ensures consistent and quality products. Performs varied duties including or comparable to the following: handles visitors/phone calls, maintains calendar, operates office automation equipment, coordinates travel, maintains files, coordinates and tracks correspondence, coordinates and tracks actions, coordinates meetings, schedules conference rooms, takes meeting minutes, disseminates information, coordinates moves and information services.
SECRETARY III	High school diploma, minimum of one (1) year of experience in office administration.	This position provides support to staff whose organizational structure is divided into two or more subordinate supervisory levels (of which at least one is a managerial level) with several subdivisions at each level and who plays an important role in determining the policies and major programs of the entire organization. Serves as office representative in a professional and courteous manner. Carries out recurring office procedures independently. Has comprehensive knowledge of general practices, guidelines and references and selects to specific case as appropriate. Provides policy and procedural guidance to managers and secretaries/management suppport assistants. Ensures consistent and quality products. Performs varied duties including or comparable to the following: handles visitors/phone calls, maintains calendar, operates office automation equipment, coordinates travel, maintains files, coordinates and tracks correspondence, coordinates and tracks actions, coordinates meetings, schedules conference rooms, takes meeting minutes, disseminates information, coordinates moves and information services.
Exempt from Service Contract Act:		

Labor Category	Qualifications	Position Description
ACCOUNTANT I	Degree in accounting or a degree in a related field such as business administration, finance, or public administration that has 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law. At least 1 year of specialized experience as an accountant.	Receive, evaluate and complete cost requests for miscellaneous purchase orders and contracts. Analyze and record cost in the automated accounting system and automated accrual table; process data into the straight line extension. Analyze cost transactions generated in the extension; validate and reconcile to NF533 or CCR. Gather financial data in support of financial audits and requests. Prepare reports, reconciliations and metrics for the cost, labor and collection/deposit functions. Reconcile errors as result of labor interface. Assist in the financial activities and reporting i.e. CFC and Bond Drive campaign. Run cost and labor assessment cycles. (GS-7)
ACCOUNTANT II	Degree in accounting or a degree in a related field such as business administration, finance, or public administration that has 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law. At least 3 year of specialized experience as an accountant.	Perform validation of NF1046 capital improvements and acquisitions. Perform research of various contracts to gather supporting documents for cost validation of NASA real property. Coordinate with real property custodian to assist in locating equipment and provide support for equipment not at KSC. Perform validation of asset value by reviewing schedule of values, associated contracts, and physical inspections with constructor management. Submit packages for entry into RPI. Perform walk through, for equipment validation, of contractor held property. Participate in wall-to-wall inventory at Ransom Road disposal facility. (GS-11)
ACCOUNTANT III	Degree in accounting or a degree in a related field such as business administration, finance, or public administration that has 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law. At least 5 year of specialized experience as an accountant.	Receive, evaluate and complete cost requests for miscellaneous purchase orders and contracts. Analyze and record cost in the automated accounting system and automated accrual table; process data into the straight line extension. Analyze cost transactions generated in the extension; validate and reconcile to NF533 or CCR. Gather financial data in support of financial audits and requests. Prepare reports, reconciliations and metrics for the cost, labor and collection/deposit functions. Reconcile errors as result of labor interface. Assist in the financial activities and reporting i.e. CFC and Bond Drive campaign. Run cost and labor assessment cycles. (GS-12)

Labor Category	Qualifications	Position Description
BUSINESS MANAGEMENT SUPPORT	Undergraduate degree or equivalent of specialized professional experience. Demonstrated knowledge of Travel Manager and Federal Travel Regulations.	Prepare monthly status reports and metric data within the Travel Office functional area. Assist with Travel Manager training in either a group setting or one-on-one for new personnel, approvers and reviewers. Prepare written procedures required by functional personnel. Coordinate changes and assist in preparation of training manuals/material. Manage and update all forms and manual containing KSC SAR information. Review and clear, on daily basis, CI Travel queue for upcoming travel. Contact traveler to ensure valid trip, ensure authorization initiated. Contact Resource Management Analyst when travel authorization is awaiting their approval, where delayed approval puts impending travel in jeopardy. Perform duties as the liaison between NASA Management and Contractor Management. (GS-12)
HR ASSISTANT	High School Diploma and 2 years of experience which includes basic typing and filing skills, proofreading skills, general data entry skills; experience with MicroSoft Office software, and general knowledge of HR support functions.	Schedules classrooms in NASA KSC training faciliites and obtains audio/visual support when appropriate. Receives and reviews registration/reimbursements and ensures all supporting documentation is provided; distributes and collects training evaluations and enters data into LMS. Maintains training authorization documentation files in accordance with NASA reguliations. Documentation includes copies of approved training and reimbursement requests and course receipts. Provides general clerical support to the Center's awards program (e.g., initiates work orders with graphics; reviews certificates for accuracy; contracts external vendors for medal; files signed copies of certificates; reviews submission of names for all non-civil servant awards to ensure full, proper format; incorporates edits for award ceremony scripts into original document and provides final product; prepares personal invitations to each award ceremony selectee.

Labor Category	Qualifications	Position Description
HR OPERATIONS ASSISTANT	High school diploma and 3 years experience to include some level of related human resources experience	This position performs work in support of human resource professionals that requires a good working knowledge of personnel procedures, guides, and precedents. Job tasks may include responding to employment inquiries, answering specific questions reference employment opportunities, referral to appropriate HR specialist if required. At this level, assistants typically have a range of personal contacts within and outside the organization, in addition to handling employee-sensitive material. Therefore, the HR Operations Assistant must be tactful, discrete, and articulate. This HR Operations Assistant may be involved in identifying potential issues related to security paperwork, in addition to documenting necessary information to avoid delays in entrance on duty and security investigation. The HR Operations Assistant may make recommendations to human resource professionals after review of required inprocessing paperwork. The use of computers may be relied on heavily for organizational and reporting purposes. Advanced experience with office software packages may be needed. This HR Operations Assistant may perform some clerical work in addition to the above duties. Human Resource professional will review completed work against stated
INFORMATION TECHNOLOGY SPECIALIST	Undergraduate degree or equivalent professional experience. At least five years of specialized experience as an Information Technology Specialist.	Provide technical interface and support for all ODIN services, all users on all IT related issues for SAP, telephone (KICS) support services, the organization's website and website content, ISO review and audits, the KSC CIO Working Group, the IT Security Working Group, the KSC Network Configuration Board, the Webmaster Working Group, and other IT or non-IT tasks in support of the Center Business Process Lead (support for SAP Version Upgrade and other IEMP module projects) or the Chief of Business Services. Serve as Organizational TechDoc Librarian. (GS-13)
LOGISTICS SPECIALIST	High School Diploma, 2 years logistics operations experience, fundamental computer skills	The position is responsible for performing surveillance of institutional support contractors, conducting logistics requirements and process analysis, performing data collection, providing technical and schedule status that includes progress and/or problems, providing recommendations, and obtaining approvals. Is responsible for completing all assigned tasks, resolving issues and deviations according to established practices and obtaining guidance where precedents are unclear or not available. Completed work is reviewed for conformance to requirements and timeliness. Requires an understanding of logistics principles and practices and versatility to work in varied project frameworks while satisfying tailored customer requirements. (GS 10)

Labor Category	Qualifications	Position Description
PROCUREMENT ANALYST	Qualifications: Ability to analyze data and develop recommendations to resolve routine problems. Proficient in Microsoft Word, Excel, and PowerPoint. Ability to operate normal business equipment.	Performs simple analytical tasks in a standardized sequence. Also prepares Word, Excel, and Powerpoint documents using various formats prescribed by the Government. Follows simple procedures to file, copy, and deliver documents.
PROCUREMENT BUSINESS SYSTEMS SUPPORT (PBSS) I	• Minimum of a Bachelor's Degree in a business, computer, or accounting-related curriculum from an accredited university/college. • Expert knowledge of the CMM, SAP Materials Management (MM) and Finance (FI) Modules, the Agency's SAP configuration, and the KSC-specific SAP configuration. • Minimum of three years experience working with SAP Public Sector software.	Perform tasks to support the CMM Project that includes being responsible for tasks associated with the day-to-day maintenance of KSC-specific configuration of the SAP software which will include knowledge of configuration and use of SAP software (i.e. Materials Management Module), SAP Business Warehouse (BW) reporting tool, and NASA/KSC business processes/systems.

Labor Category	Qualifications	Position Description
PROCUREMENT BUSINESS SYSTEMS SUPPORT (PBSS) II	• Minimum of a Bachelor's Degree in a business or accounting-related curriculum from an accredited university/college. • Expert knowledge of the CMM, SAP Materials Management (MM) and Finance (FI) Modules, the Agency's SAP configuration, and the KSC-specific SAP configuration. expert knowledge of Business Warehouse and other reporting tools available to NASA. • Minimum of three years experience working with SAP Public Sector software.	Perform tasks to support the CMM Project that includes being responsible for tasks associated with the day-to-day maintenance of KSC-specific configuration of the SAP software which will include knowledge of configuration and use of SAP software (i.e. Materials Management Module), SAP Business Warehouse (BW) reporting tool, and NASA/KSC business processes/systems.

Labor Category	Qualifications	Position Description
PROCUREMENT SPECIALIST	• Experience with the NASA/KSC configuration of CMM, SAP, FPDS-NG, and the legacy Acquisition Management System (AMS). • Ability to review and analyze procurement transactions in CMM, FPDS-NG, AMS, and SAP (i.e. purchase requisition and obligation documents) including, but not limited to document type, release strategies, vendor and vendor type, contract number, contract type, contract value, commitment amount, obligations, de-obligations, and payment and delivery terms.	Perform specific tasks to support CMM functions and Procurement Policy and Review Business Systems Team.
PROGRAM ANALYST I	Minimum of a Bachelor's Degree in a business or accounting-related curriculum from an accredited university/college.	This position is responsible for all specific tasks listed below to support the Resources Contract Management functions. Included are the following specific tasks: (1) Analyze and interpret data; (2) Provide database maintenance with emphasis on data input, query and report generation capabilities used in the presentation of the projects' budget, changes and funding and establishing Negotiated Estimated Cost (NEC); (3) Provide data for the award fee input; (4) Provide monthly tracking and aging reports of open contract changes; and (5) Analyze and interpret institutional financial data, and contract funding and changes and provide weekly status.

Labor Category	Qualifications	Position Description
PROGRAM ANALYST II	Minimum of a Bachelor's Degree in a business or accounting-related curriculum from an accredited university/college. At least 1 year of experience in business related functions	This position is responsible for resources contract management functions to include the following: (1) Analyze and interpret data; (2) Provide database maintenance with emphasis on data input, query and report generation capabilities used in the presentation of the projects' budget, changes and funding and establishing Negotiated Estimated Cost (NEC); (3) Provide data for the award fee input; (4) Provide monthly tracking and aging reports of open contract changes; and (5) Analyze and interpret institutional financial data, and contract funding and changes and provide weekly status.
PROJECT MANAGEMENT AND CHANGE MANAGEMENT CONSULTANT	1. Bachelor's Degree in a change management related field such as business management, communications, or training or equivalent business experience. 2. Experience in performing change management and related project management activities such as those described herein. Such experience obtained in the context of a NASA or Federal Agency setting is highly desirable.	Position requires performance of relatively complex Change Management tasks that include; stakeholder analysis and management, communication planning and delivery, tailored to specific stakeholder groups, training planning and delivery, including schedules, logistics, and reporting and business process alignment activities, including process capture and role mapping.

Labor Category	Qualifications	Position Description
PROJECT MANAGEMENT AND CHANGE MANAGEMENT CONSULTANT cont.		Also performs Project Management duties that include; project implementation risk and issue identification perform analysis of information delivery processes to identify reports and key elements of information used in business management decisions. elements of process re-engineering related to gap analysis and impact analysis between current and future work flows, preparation of status reports and participation in status briefings, project governance (team organization) and administration, application of Customer Relationship Management (CRM) methods to manage customer expectations, design and application of a Benefits Realization assessment process, perform assessment of the relationship between People, Process, and Product components of project implementation and application of process control and Six Sigma methods to evaluate process development and encourage process improvement.
RECORDS MANAGEMENT SPECIALIST	High school diploma, Familiarity with Records Management Processes, One year experience, Strong written and oral communication skills, Data management and data storage knowledge	Supports the Record Management and scientific & technical information program. Prepares the appropriate forms for shipping documents and coordinates the shipping efforts. Assist the Records Manager with record projects: inventory, audits, managing file, attending meetings. Performs database entry for the relocation of records. Retrieves reports from the database: records eligible for destruction. Performs research dispositions for the Records Manager in the Records Retention Schedule.
RESOURCE ANALYST I	Undergraduate degree or equivalent professional experience. At least 1 year of experience in business related functions.	Analyze and interpret data for management and technical users. Support database development and maintenance with emphasis on data input, query, and report generation capabilities used in the presentation of the projects' budget, changes and funding. Develop and maintain integrated schedules for the various development projects. Prepare cost analysis for the contract project elements. Support the Program Planning & Budget Execution process. Develop monthly variance and trend analysis. Analyze and interpret financial data, contract funding and changes, and provide weekly status. Assist in the monthly cost reporting and funding process. Provide data for the award fee input. Provide monthly tracking and aging reports of open contract changes. (GS-7)

Labor Category	Qualifications	Position Description
SAP CONSULTANT	Undergraduate degree or equivalent professional experience. At least four years of experience working with the Public Sector module of SAP, specifically the NASA configuration. Comprehensive knowledge of the Agency's current configuration. Comprehensive knowledge of the Agency's business processes. Comprehensive knowledge of the SAP software. Comprehensive knowledge of the current configuration for KSC.	Provide maintenance of the KSC configuration within the SAP software for KSC Finance Office groups, invoice document routing and approval. Provide technical interface and support for the development and maintenance of SAP financial reports. Provide technical interface and support for the development and maintenance of job aids. Provide technical interface and support for the development of alternatives and options available (within the agency-wide rules and guidelines) to resolve KSC specific problems, issues and end-user queries. Provide technical interface and support for the on-going training of KSC end-users and super users. Provide technical interface and support for Travel for training and project tasks as required. Provide technical interface and support for testing and recording of results for SAP Software patches. Provide technical interface and support to the IAM Finance team and the e-Travel team members. Provide operational support for the month-end close process, FY year-end close process, and FY start-up process.
SAP CONSULTANT (cont.)		Perform analysis on all de-obligation or reversal requests involving cost and/or disbursement; coordinate resources for workshop; validate SGL and FM postings after reversals and re-entries. Provide application functional and technical support in the areas of Purchase Requisition to Purchase Order, Cost to Payment, Financial Management Integration, Application Development, Change Management and Data Migration. (No GS equivalent)

Labor Category	Qualifications	Position Description
SENIOR INTERNAL CONTROLS ANALYST	Minimum of a Bachelor's Degree in a business or accounting-related curriculum from an accredited university/college. At least 10 years of experience in accounting/auditing related functions.	Analyze financial/resource operations to determine compliance with existing laws, regulations, policy, and guidelines. Develop, implement and maintain a method to perform periodic monitoring and validation testing of key control processes. Evaluate documentation of key roles, responsibilities, procedures and practices to ensure accuracy, integrity, and completeness of those functions. Review and document the quality and effectiveness of existing process controls, training, documentation, and other key aspects of the existing internal control system. Evaluate risk assessments, mitigation plans, and corrective action plans related to financial operations. Conduct comprehensive analyses of financial management and resource systems (A/R, A/P), administrative operations (payroll/travel), and other operations susceptible to fraud, misuse or abuse.
SENIOR INTERNAL CONTROLS ANALYST (cont.)		Establish a reporting and monitoring system of internal control deficiencies and associated corrective action plans. Develop metrics related to internal control goals and objectives for financial operations. Document and present findings and recommendations related to internal controls performance and effectiveness. Prepare and present Microsoft Power Point presentations or other briefings related to internal control deficiencies and recommended corrective actions. (GS-13)
SENIOR RESOURCE ANALYST	Undergraduate degree or equivalent professional experience. At least 10 years of specialized experience as a resource, budget, or program analyst.	Analyze and interpret data for management and technical users. Support database development and maintenance with emphasis on data input, query, and report generation capabilities used in the presentation of the projects' budget, changes and funding. Develop and maintain integrated schedules for the various development projects. Prepare cost analysis for the contract project elements. Support the Program Planning & Budget Execution process. Develop monthly variance and trend analysis. Analyze and interpret financial data, contract funding and changes, and provide weekly status. Assist in the monthly cost reporting and funding process. Provide data for the award fee input. Provide monthly tracking and aging reports of open contract changes. (GS-13)

Labor Category	Qualifications	Position Description
TRAINING ASSISTANT (ADMIN SUPPORT)	High School Degree plus 3 year's experience which includes 1 year in a Human Resources Development (HRD) environment is required. Experience in utilizing Microsoft Office software. Experience performing multiple logistical activities and preparing decision packages. Experience consulting on program offerings, availability, and application/registration process and procedures. Experience in performing preliminary acquisition activities.	Provides general administrative support for NASA and KSC sponsored development programs to include announcement of program opportunities, receipt and review of application packages for accuracy and completeness; consulting employees on program offerings, availability,and application and registration process and procedures; informing candidates of selection/non-selection. Coordinates the logistics for key training events, e.g., creating or developing facility schedules, tour arrangements, integration of presentation materials, agenda coordination, notice of upcoming events to appropriate parties, and presenter as well as employee attendance verification. Provides support for HR Board activities (e.g., consolidating, copying, distributing application packages with cover letters; forwarding selectee packages to NASA HQs; prepare and distribute letters of selection and non-selection, etc).
TRAINING COORDINATOR	High school diploma, One year experience, Ability to handle multiple tasks/transactions in a neat and orderly manner, Proficiency in Microsoft Word	Responsibilities include designing and following specific procedures to be performed in a prescribed or slightly varied sequence, such as coding and filing documents and posting training completions to individual training record accounts in the Training Record Certification System (TCRS) or equivalent automated data entry and retrieval system such as the System for Administration, Training, and Educational Resources for NASA (SATERN).

Labor Category	Qualifications	Position Description
TRAINING INSTRUCTOR	Associate's degree, with instructor experience in industrial training activities	Develops and conducts technical training courses on one or more short courses in a technical trade or craft such as electricity or electronics and maintains credentials to meet local, state, and federal specialized certification requirements. Teaches assigned topics in accordance with approved curriculum effectively utilizing all allotted time, maintains proficiency in instructional techniques, incorporates current examples in the teaching process (e.g. develops clarification or real world examples of application related to the subject matter). Works with subject matter experts to develop and revise curriculum to ensure accurate content and format. Selects or develops instructional aids, such as handouts, reference materials, or audio/visual supports. Creates teaching outlines in accordance with established guidelines; maintains records and statistical information on employee training; monitors training programs by reviewing and analyzing student course evaluations; makes recommendations to management on course improvement and customer training needs.
TRAINING INSTRUCTOR LEAD	Associate's degree, with instructor experience in industrial training activities	Provides expertise in instructional methodology to design, develop and deliver specialized industrial training programs. Responsible for developing new course materials; modifying and customizing existing materials; and conducting classroom instruction of specialized and custom course segments. Conducts training needs assessment surveys, curriculum planning, scheduling, and oversees new course implementation. Provides knowledge and experience in instructional system design, theories, concepts methods, techniques, and principles of instruction, and the principles of adult education and possess the credentials to meet local, state, and federal specialized certification requirements.
TRAINING MANAGER	Bachelor's degree, or higher , from an accredited college or university	Supervise instructor personnel with emphasis on management and administration of training activities in an operational or industrial environment including record management activities and utilization of a learning management system. Provide expertise in instructional methodology, tests and measurement, and curriculum development, develop courseware format guidelines, review and maintain task lists and objective hierarchies, and write courseware materials in designated format (student study guide, workbooks, etc.). Responsibilities require tracking individual lesson status, review lesson materials before submission ensure revisions do not impact instructional flow, monitor lecture presentations to evaluate and assist with lesson organization and content, and maintain credentials to meet local, state, and federal specialized certification requirements.

Labor Category	Qualifications	Position Description
TRAINING SPECIALIST (ADMIN SUPPORT)	High School Diploma plus 3 year's experience which includes 1 year in a Human Resources Development (HRD) environment is required. Experience in utilizing Microsoft Office software. Experience performing multiple logistical activities and preparing decision packages. Experience consulting on program offerings, availability, and application/registration process and procedures. Experienced in conducting training needs assessments is preferred. Experience in designing, implementing, performing preliminary acquisition activities, and evaluating comprehensive and responsive HRD programs is preferred.	Provides administrative support to Center for various training programs. Responsibilities include, but are not limited to: conducting formal training needs assessments; designing, implementing, and performing preliminary acquisition activities; processes documents for the procurement of training courses; and administer the evaluation process of on-site training courses by employees to confirm attendance, understand employee perception or assessment of the learning opportunity; and coordinate the result of evaluations including providing monthly assessments to NASA. Serves as the Facility Manager for 2 training facilities on-site ensuring the overall maintenance, safety, and cleanliness of the building; ensures training equipment requirements are available for customers.

Labor Category	Qualifications	Position Description
TRAINING SPECIALIST (COMPUTER SUPPORT)	High School Diploma plus 3 year's experience which includes 1 year in a Human Resources Development environment is required. For 1 year of specialized experience, a Learning Management System as well as the ability to resolve functionality issues is preferred. Also preferred is experience utilizing BRIO or other database management system	Provides administrative support to the Center for the learning management system (LMS). Responsibilities include, but are not limited to: providing access to appropriate NASA KSC personnel and discipline owners; resolving functionality issues; identifying system requirements and procurement costs estimates for transfer of videos into LMS; building curriculum and providing system support for individual development plans; maintaining and tracking completion of agency mandated training; serving as the system administrator for SkillSoft on-line training (e.g., providing training to the workforce; providing access; providing workflows for curriculum, reporting, searching, and learner management activities). Maintains KSC HR integrated training and awards calendar with announcement and selection dates via portal; coordinates www portal updates and modifications.
TRAINING SPECIALIST LEAD	Bachelor's degree, or higher, from an accredited college or university preferred, but not mandatory.	Lead training personnel with emphasis on management and administration of training activities in an operational setting including record management activities and utilization of a learning management system. Supervised functional areas include assignments such as learning management system support, training program support. The nature of the staff's work includes general clerical and administrative service support such as: calls for nominations, purchase request preparations; logistical support to key career development programs and events, research of vendor capabilities and offerings; training system report generation and curriculum establishment, course evaluation, system training, calendar maintenance and general www site maintenance,records retention, etc., There will be a small level of general clerical support provided to the awards and recognition area.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE 1 OF PAGES 1

2. AMENDMENT/MODIFICATION NO. 1

3. EFFECTIVE DATE See Block 16C

4. REQUISITION/PURCHASE REQ. NO.

5. PROJECT NO. (If applicable)

6. ISSUED BY CODE KSC

NASA/John F. Kennedy Space Center
Office of Procurement
MAIL CODE OP
KENNEDY SPACE CENTER FL 32899

7. ADMINISTERED BY (If other than Item 6) CODE KSC

NASA/Kennedy Space Center
Office of Procurement
MAIL CODE OP
KENNEDY SPACE CENTER FL 32899

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

REDE CRITIQUE A JOINT VENTURE
10001 LAKE FOREST BLVD STE 200
NEW ORLEANS LA 70127-5240

CODE 3YHS3 FACILITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

x 10A. MODIFICATION OF CONTRACT/ORDER NO. NNK08OP06B

10B. DATED (SEE ITEM 11) 03/14/2008

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	
	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Mutual Agreement of the Parties.

E. IMPORTANT: Contractor ☐ is not. ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this modification is to;

1. Incorporate the corrected contract table 1.3.1 titled "Billable Rate Schedule" as replacement page 7 of the contract which included typographical errors.
2. FAR Clause 52.232-7 "Payments Under Time-And-Materials and Labor Hour Contracts (FEB 2007) - Alternate I" is hereby incorporated in the contract and inserted as replacement page 16 and slip pages 16.1 - 16.5 of the contract.
3. The Organizational Conflict of Interest (OCI) plan is hereby incorporated in the contract as replacement page 40 and Attachment 4.

All other terms and conditions herein remain unchanged.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)
Hubert D. Glover, President

15B. CONTRACTOR/OFFEROR
Hubert D. Glover

15C. DATE SIGNED
April 30, 2008

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)
Jessica R. Paglialonga

16B. UNITED STATES OF AMERICA
(Signature of Contracting Officer)

16C. DATE SIGNED
4/30/08

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Previous edition unusable

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

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Contract Table 1.3.1
Billable Rate Schedule

Labor Category	Base Period		Option 1		Option 2		Optipn 3		Option 4	
	Hourly Rate	Overtime Rate*	Hourly Rate	Overtime Rate*	Hourly Rate	Overtime Rate*	Hourly Rate	Overtime Rate*	Hourly Rate	Overtime Rate*
Subject to Service Contract Act:										
Accounting Clerk I										
Accounting Clerk II										
Accounting Clerk III										
Administrative Assistant										
Computer Based Training (CBT) Specialist/Instructor										
Computer Systems Analyst I										
Computer Systems Analyst II										
Computer Systems Analyst III										
General Clerk I										
General Clerk II										
General Clerk III										
Personnel Assistant I										
Personnel Assistant II										
Personnel Assistant III										
Secretary I										
Secretary II										
Secretary III										
Exempt from Service Contrac										
Accountant I										
Accountant II										
Accountant III										
Business Management Specialis										
HR Assistant										
HR Operations Assistant										
Information Technology Specialist										
Logistics Specialist										
Procurement Analyst										
Procurement Business Systems Support I (PBSS I)										
Procurement Business Systems Support II (PBSS II)										
Procurement Specialist										
Program Analyst I (E)										
Program Analyst II (E)										
Program Manager (E)										
Project Management and Change Management Consultar										
Records Management Specialis										
Resource Analyst I										
SAP Consultant										
Senior Internal Controls Analyst										
Senior Resourse Analyst										
Training Assistant (Admin Support)										
Training Coordinator										
Training Instructor										
Training Instructor Lead										
Training Manager										
Training Specialist (Admin Support)										
Training Specialist (Computer Support)										
Training Specialist Lead										

*The contractor shall submit a request for approval of overtime to the Contracting Officer prior to any overtime worked.

of the contract to include this clause, if the novation agreement was executed prior to inclusion of this clause in the contract.

(2) Within 30 days after a merger or acquisition that does not require a novation or within 30 days after modification of the contract to include this clause, if the merger or acquisition occurred prior to inclusion of this clause in the contract.

(3) For long-term contracts -

(i) Within 60 to 120 days prior to the end of the fifth year of the contract; and

(ii) Within 60 to 120 days prior to the exercise date specified in the contract for any option thereafter.

(c) The Contractor shall represent its size status in accordance with the size standard in effect at the time of this representation that corresponds to the North American Industry Classification System (NAICS) code assigned to this contract. The small business size standard corresponding to this NAICS code can be found at *http://www.sba.gov/ services/contractingopportunities/ sizestandardstopics/*.

(d) The small business size standard for a Contractor providing a product which it does not manufacture itself, for a contract other than a construction or service contract, is 500 employees.

(e) Except as provided in paragraph (g) of this clause, the Contractor shall make the representation required by paragraph (b) of this clause by validating or updating all its representations in the Online Representations and Certifications Application and its data in the Central Contractor Registration, as necessary, to ensure they reflect current status. The Contractor shall notify the contracting office by e-mail, or otherwise in writing, that the data have been validated or updated, and provide the date of the validation or update.

(f) If the Contractor represented that it was other than a small business concern prior to award of this contract, the Contractor may, but is not required to, take the actions required by paragraphs (e) or (g) of this clause.

(g) If the Contractor does not have representations and certifications in ORCA, or does not have a representation in ORCA for the NAICS code applicable to this contract, the Contractor is required to complete the following representation and submit it to the contracting office, along with the contract number and the date on which the representation was completed:

The Contractor represents that it ___ is, ___ is not a small business concern under NAICS Code _____ assigned to contract number _____. (*Contractor to sign and date and insert authorized signer's name and title).*

(End of clause)

2.11 52.228-5 INSURANCE - WORK ON A GOVERNMENT INSTALLATION. (JAN 1997)

52.232-7 PAYMENTS UNDER TIME-AND-MATERIALS AND LABOR HOUR CONTRACTS. – ALTERNATE 1(FEB 2007)

The Government will pay the Contractor as follows upon the submission of vouchers approved by the Contracting Officer or the authorized representative:

(a) Hourly rate. (1) Hourly rate means the rate(s) prescribed in the contract for payment for labor that meets the labor category qualifications of a labor category specified in the contract that are-

(i) Performed by the Contractor;

(ii) Performed by the subcontractors; or

(iii) Transferred between divisions, subsidiaries, or affiliates of the Contractor under a common control.

(2) The amounts shall be computed by multiplying the appropriate hourly rates prescribed in the Schedule by the number of direct labor hours performed.

(3) The hourly rates shall be paid for all labor performed on the contract that meets the labor qualifications specified in the contract. Labor hours incurred to perform tasks for which labor qualifications were specified in the contract will not be paid to the extent the work is performed by employees that do not meet the qualifications specified in the contract, unless specifically authorized by the Contracting Officer.

(4) The hourly rates shall include wages, indirect costs, general and administrative expense, and profit. Fractional parts of an hour shall be payable on a prorated basis.

(5) Vouchers may be submitted once each month (or at more frequent intervals, if approved by the Contracting Officer), to the Contracting Officer or authorized representative. The Contractor shall substantiate vouchers (including any subcontractor hours reimbursed at the hourly rate in the schedule) by evidence of actual payment and by--

(i) Individual daily job timekeeping records;

(ii) Records that verify the employees meet the qualifications for the labor categories specified in the contract; or

(iii) Other substantiation approved by the Contracting Officer.

(6) Promptly after receipt of each substantiated voucher, the Government shall, except as otherwise provided in this contract, and subject to the terms of paragraph (e) of this clause, pay the voucher as approved by the Contracting Officer or authorized representative.

(7) Unless otherwise prescribed in the Schedule, the Contracting Officer may unilaterally issue a contract modification requiring the Contractor to withhold amounts from its billings until a reserve is set aside in an amount that the Contracting Officer considers necessary to protect the Government's interests. The Contracting Officer may require a withhold of 5 percent of the amounts due under paragraph (a) of this clause, but the total amount withheld for the contract shall not exceed $50,000. The amounts withheld shall be retained until the Contractor executes and delivers the release required by paragraph (g) of this clause.

(8) Unless the Schedule prescribes otherwise, the hourly rates in the Schedule shall not be varied by virtue of the Contractor having performed work on an overtime basis. If no overtime

rates are provided in the Schedule and overtime work is approved in advance by the Contracting Officer, overtime rates shall be negotiated. Failure to agree upon these overtime rates shall be treated as a dispute under the Disputes clause of this contract. If the Schedule provides rates for overtime, the premium portion of those rates will be reimbursable only to the extent the overtime is approved by the Contracting Officer.

(b) Materials. (1) For the purposes of this clause--

(i) Direct materials means those materials that enter directly into the end product, or that are used or consumed directly in connection with the furnishing of the end product or service.

(ii) Materials means--

(A) Direct materials, including supplies transferred between divisions, subsidiaries, or affiliates of the Contractor under a common control;

(B) Subcontracts for supplies and incidental services for which there is not a labor category specified in the contract;

(C) Other direct costs (e.g., incidental services for which there is not a labor category specified in the contract, travel, computer usage charges, etc.); and

(D) Applicable indirect costs.

(2) If the Contractor furnishes its own materials that meet the definition of a commercial item at 2.101, the price to be paid for such materials shall not exceed the Contractor's established catalog or market price, adjusted to reflect the--

(i) Quantities being acquired; and

(ii) Actual cost of any modifications necessary because of contract requirements.

(3) Except as provided for in paragraph (b)(2) of this clause, the Government will reimburse the Contractor for allowable cost of materials provided the Contractor--

(i) Has made payments for materials in accordance with the terms and conditions of the agreement or invoice; or

(ii) Ordinarily makes these payments within 30 days of the submission of the Contractor's payment request to the Government and such payment is in accordance with the terms and conditions of the agreement or invoice.

(4) Payment for materials is subject to the Allowable Cost and Payment clause of this contract. The Contracting Officer will determine allowable costs of materials in accordance with Subpart 31.2 of the Federal Acquisition Regulation (FAR) in effect on the date of this contract.

(5) The Contractor may include allocable indirect costs and other direct costs to the extent they are--

(i) Comprised only of costs that are clearly excluded from the hourly rate;

(ii) Allocated in accordance with the Contractor's written or established accounting practices; and

(iii) Indirect costs are not applied to subcontracts that are paid at the hourly rates.

(6) To the extent able, the Contractor shall--

(i) Obtain materials at the most advantageous prices available with due regard to securing prompt delivery of satisfactory materials; and

(ii) Take all cash and trade discounts, rebates, allowances, credits, salvage, commissions, and other benefits. When unable to take advantage of the benefits, the Contractor shall promptly notify the Contracting Officer and give the reasons. The Contractor shall give credit to the Government for cash and trade discounts, rebates, scrap, commissions, and other amounts that have accrued to the benefit of the Contractor, or would have accrued except for the fault or neglect of the Contractor. The Contractor shall not deduct from gross costs the benefits lost without fault or neglect on the part of the Contractor, or lost through fault of the Government.

(7) Except as provided for in 31.205-26(e) and (f), the Government will not pay profit or fee to the prime Contractor on materials.

(c) If the Contractor enters into any subcontract that requires consent under the clause at 52.244-2, Subcontracts, without obtaining such consent, the Government is not required to reimburse the Contractor for any costs incurred under the subcontract prior to the date the Contractor obtains the required consent. Any reimbursement of subcontract costs incurred prior to the date the consent was obtained shall be at the sole discretion of the Government.

(d) Total cost. It is estimated that the total cost to the Government for the performance of this contract shall not exceed the ceiling price set forth in the Schedule, and the Contractor agrees to use its best efforts to perform the work specified in the Schedule and all obligations under this contract within such ceiling price. If at any time the Contractor has reason to believe that the hourly rate payments and material costs that will accrue in performing this contract in the next succeeding 30 days, if added to all other payments and costs previously accrued, will exceed 85 percent of the ceiling price in the Schedule, the Contractor shall notify the Contracting Officer giving a revised estimate of the total price to the Government for performing this contract with supporting reasons and documentation. If at any time during performing this contract, the Contractor has reason to believe that the total price to the Government for performing this contract will be substantially greater or less than the then stated ceiling price, the Contractor shall so notify the Contracting Officer, giving a revised estimate of the total price for performing this contract, with supporting reasons and documentation. If at any time during performing this contract, the Government has reason to believe that the work to be required in performing this contract will be substantially greater or less than the stated ceiling price, the Contracting Officer will so advise the Contractor, giving the then revised estimate of the total amount of effort to be required under the contract.

(e) Ceiling price. The Government will not be obligated to pay the Contractor any amount in excess of the ceiling price in the Schedule, and the Contractor shall not be obligated to continue performance if to do so would exceed the ceiling price set forth in the Schedule, unless and until the Contracting Officer notifies the Contractor in writing that the ceiling price has been increased and specifies in the notice a revised ceiling that shall constitute the ceiling price for performance under this contract. When and to the extent that the ceiling price set forth in the Schedule has

been increased, any hours expended and material costs incurred by the Contractor in excess of the ceiling price before the increase shall be allowable to the same extent as if the hours expended and material costs had been incurred after the increase in the ceiling price.

(f) Audit. At any time before final payment under this contract, the Contracting Officer may request audit of the vouchers and supporting documentation. Each payment previously made shall be subject to reduction to the extent of amounts, on preceding vouchers, that are found by the Contracting Officer or authorized representative not to have been properly payable and shall also be subject to reduction for overpayments or to increase for underpayments. Upon receipt and approval of the voucher designated by the Contractor as the completion voucher and supporting documentation, and upon compliance by the Contractor with all terms of this contract (including, without limitation, terms relating to patents and the terms of paragraph (g) of this clause), the Government shall promptly pay any balance due the Contractor. The completion voucher, and supporting documentation, shall be submitted by the Contractor as promptly as practicable following completion of the work under this contract, but in no event later than 1 year (or such longer period as the Contracting Officer may approve in writing) from the date of completion.

(g) Assignment and Release of Claims. The Contractor, and each assignee under an assignment entered into under this contract and in effect at the time of final payment under this contract, shall execute and deliver, at the time of and as a condition precedent to final payment under this contract, a release discharging the Government, its officers, agents, and employees of and from all liabilities, obligations, and claims arising out of or under this contract, subject only to the following exceptions:

(1) Specified claims in stated amounts, or in estimated amounts if the amounts are not susceptible of exact statement by the Contractor.

(2) Claims, together with reasonable incidental expenses, based upon the liabilities of the Contractor to third parties arising out of performing this contract, that are not known to the Contractor on the date of the execution of the release, and of which the Contractor gives notice in writing to the Contracting Officer not more than 6 years after the date of the release or the date of any notice to the Contractor that the Government is prepared to make final payment, whichever is earlier.

(3) Claims for reimbursement of costs (other than expenses of the Contractor by reason of its indemnification of the Government against patent liability), including reasonable incidental expenses, incurred by the Contractor under the terms of this contract relating to patents.

(h) Interim payments on contracts for other than services. (1) Interim payments made prior to the final payment under the contract are contract financing payments. Contract financing payments are not subject to the interest penalty provisions of the Prompt Payment Act.

(2) The designated payment office will make interim payments for contract financing on the [*Contracting Officer insert day as prescribed by agency head; if not prescribed, insert 30th*] day after the designated billing office receives a proper payment request. In the event that the Government requires an audit or other review of a specific payment request to ensure compliance with the terms and conditions of the contract, the designated payment office is not compelled to make payment by the specified due date.

(i) Interim payments on contracts for services. For interim payments made prior to the final

payment under this contract, the Government will make payment in accordance with the Prompt Payment Act (31 U.S.C. 3903) and prompt payment regulations at 5 CFR part 1315.

(j) The terms of this clause that govern reimbursement for materials furnished are considered to have been deleted.

(End of Clause)

SECTION 4 - CONTRACT DOCUMENTS, EXHIBITS OR ATTACHMENTS

4.1 LIST OF ATTACHMENTS

The following documents are attached hereto and made a part of this contract:

(1) Wage Determination
(2) Data Requirements List and Data Requirements
(3) Position Descriptions
(4) Organizational Conflict of Interest (OCI) Plan

(End of Clause)

ATTACHMENT 4

ORGANIZATIONAL CONFLICT OF INTEREST (OCI) PLAN

Organizational Conflict of Interest Avoidance Plan

for the
National Aeronautics and Space Administration
at the Kennedy Space Center
Kennedy Space Center, FL

REDE/Critique, JV

REDE/Critique
A Joint Venture

3525 North Causeway Boulevard, Suite 609
Metairie, LA 70002

KSC Institutional Support Services (KISS) Contract

Contract No: NNK08OP06B

April 2008

APPROVED BY:

Hubert D. Glover, President
REDE/Critique,
Joint Venture

Dated : _____

Tara Miller,
KISS Program Manager,
REDE/Critique,
Joint Venture

Dated : 4/30/08

Jessica Paglionga
Contracting Officer
NASA/KSC

Dated : 4/30/08

Michael Miller
Contracting Officer's Technical
Representative NASA/KSC

Dated : 4/30/08

The information contained in this Organizational Conflict of Interest Avoidance Plan is propietary and is not to be released without the written consent of REDE/Critique, Joint Venture.

REDACTED

The information contained in this Organizational Conflict of Interest Avoidance Plan is proprietary and is not to be released without the written consent of REDE/Critique, Joint Venture.

REDACTED

The information contained in this Organizational Conflict of Interest Avoidance Plan is proprietary and is not to be released without the written consent of REDE/Critique, Joint Venture.

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AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE 1 OF PAGES 1

2. AMENDMENT/MODIFICATION NO. 2

3. EFFECTIVE DATE See Block 16C

4. REQUISITION/PURCHASE REQ. NO.

5. PROJECT NO. (If applicable)

6. ISSUED BY CODE KSC

NASA/John F. Kennedy Space Center
Office of Procurement
MAIL CODE OP
KENNEDY SPACE CENTER FL 32899

7. ADMINISTERED BY (If other than Item 6) CODE KSC

NASA/Kennedy Space Center
Office of Procurement
MAIL CODE OP
KENNEDY SPACE CENTER FL 32899

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

REDE CRITIQUE A JOINT VENTURE
10001 LAKE FOREST BLVD STE 200
NEW ORLEANS LA 70127-5240

CODE 3YHS3 FACILITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

x 10A. MODIFICATION OF CONTRACT/ORDER NO. NNK08OP06B

10B. DATED (SEE ITEM 13) 03/14/2008

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE

A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

X D. OTHER (Specify type of modification and authority)
Mutual Agreement of the Parties.

E. IMPORTANT: Contractor ☐ is not. ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this modification is to;
1. Incorporate the corrected contract table 1.3.1 titled "Billable Rate Schedule" as replacement page 7 of the contract which includes both revised rates and three new labor categories as indicated by the change bars.
2. The delivery date for DRD 004 has been changed from 30 days after contract award to the 15th Day of Each Month. The updated DRD 004 replacement page is attached.
3. The three new laor positions referenced in #1 above are attached and are hereby incorporated in "Attachment 3, Position Descriptions" as pages 23 & 24. In addition, Attachement 3 is revised to include page numbers.

All other terms and conditions herein remain unchanged.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Tara S. Miller, KISS Program MGR

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Jessica R. Paglialonga

15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)

15C. DATE SIGNED 6/13/08

16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)

16C. DATE SIGNED 6/13/08

NSN 7540-01-152-8070
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

Contract Table 1.3.1
Billable Rate Schedule

Labor Category	Base Period		Option 1		Option 2		Optipn 3		Option 4	
	Hourly Rate	Overtime Rate*	Hourly Rate	Overtime Rate*	Hourly Rate	Overtime Rate*	Hourly Rate	Overtime Rate*	Hourly Rate	Overtime Rate*
Subject to Service Contract Act:										
Accounting Clerk I										
Accounting Clerk II										
Accounting Clerk III										
Administrative Assistant										
Computer Based Training (CBT) Specialist/Instructor										
Computer Systems Analyst I										
Computer Systems Analyst II										
Computer Systems Analyst III										
General Clerk I										
General Clerk II										
General Clerk III										
Personnel Assistant I										
Personnel Assistant II										
Personnel Assistant III										
Secretary I										
Secretary II										
Secretary III										
Exempt from Service Contract Act:										
Accountant I										
Accountant II										
Accountant III										
Business Management Specialist										
HR Assistant										
HR Operations Assistant										
Project Management and Change Management Consultant										
SAP Consultant										
Information Technology Specialist										
Senior Internal Controls Analyst										
Logistics Specialist										
Procurement Analyst										
Procurement Business Systems Support I (PBSS I)										
Procurement Business Systems Support II (PBSS II)										
Procurement Specialist										
Program Analyst I (E)										
Program Analyst II (E)										
Program Manager (E)										
Records Management Specialist										
Resource Analyst I										
Senior Accountant										
Senior IT Support Specialist										
Senior Resourse Analyst										
Senior Resourse Analyst Lead										
Training Assistant (Admin Support)										
Training Coordinator										
Training Instructor										
Training Instructor Lead										
Training Manager										
Training Specialist (Admin Support)										
Training Specialist (Computer Support)										
Training Specialist Lead										

*The contractor shall submit a request for approval of overtime to the Contracting Officer prior to any overtime worked.

Contract Table 1.3.1
Billable Rate Schedule

Labor Category	Base Period		Option 1		Option 2		Optipn 3		Option 4	
	Hourly Rate	Overtime Rate*	Hourly Rate	Overtime Rate*	Hourly Rate	Overtime Rate*	Hourly Rate	Overtime Rate*	Hourly Rate	Overtime Rate*
Subject to Service Contract Act:										
Accounting Clerk I										
Accounting Clerk II										
Accounting Clerk III										
Administrative Assistant										
Computer Based Training (CBT) Specialist/Instructor										
Computer Systems Analyst I										
Computer Systems Analyst II										
Computer Systems Analyst III										
General Clerk I										
General Clerk II										
General Clerk III										
Personnel Assistant I										
Personnel Assistant II										
Personnel Assistant III										
Secretary I										
Secretary II										
Secretary III										
Exempt from Service Contract Act:										
Accountant I										
Accountant II										
Accountant III										
Business Management Specialist										
HR Assistant										
HR Operations Assistant										
Project Management and Change Management Consultant Niemes 130										
SAP Consultant Rollins 150										
Systems Support Lull										
Information Technology Specialist										
Internal Controls Support Segars 75										
Logistics Specialist										
Procurement Analyst										
Procurement Business Systems Support I (PBSS I)										
Procurement Business Systems Support II (PBSS II) Lull - 135										
Procurement Specialist										
Program Analyst I (E)										
Program Analyst II (E)										
Program Manager (E)										
Project Management and Change Management Consultant										
Records Management Specialist										
Resource Analyst I										
SAP Consultant										
Senior Accountant										
Senior IT Support Specialist										
Senior Internal Controls Analyst										
Senior Resourse Analyst										
Senior Resourse Analyst Lead										
Training Assistant (Admin Support)										
Training Coordinator										
Training Instructor										
Training Instructor Lead										
Training Manager										
Training Specialist (Admin Support)										
Training Specialist (Computer Support)										
Training Specialist Lead										

DATA REQUIREMENT

CONTRACT APPLICATION INFORMATION FOR DRL KISS

A. ITEM NO.	B. LINE ITEM TITLE:	C. OPR.	D. TYPE	E. INSPECT/ ACCEPT	F. FREQ.	G. INITIAL SUB.	H. AS OF DATE
004	Task Order Tracking Report	OP-OS	3	6	MO	The 15th day of each month	30/10

J. REMARKS:

K. DISTRIBUTION

OP-OS (B)
Task order technical monitors (B)

TOTALS NO.	TYPE
1	B

DATA REQUIREMENT DESCRIPTION

1. TITLE
Task Order Tracking Report

2. NUMBER

3. USE
To track all task orders awarded against this task order and to monitor funding as compared to contract value.

4. DATE

5. ORGANIZATION
OP-OS

6. REFERENCES

7. INTERRELATIONSHIP

8. PREPARATION INFORMATION

The report shall include a listing of all task orders awarded against this contract with the following information:

1. Task order number
2. Task order title
3. Task order requiring organization
4. Task order period of performance
5. Task order value (NTE)
6. Task order cumulative actual invoiced amount
7. Task order headcount
8. Sum of all task order values
9. Sum of all task order headcounts

Upon task order completion this report shall mark that task order as "closed" and shall report the final billed value of the task order.

The report shall have an "Actual Hours Worked" attachment for each task order with the following information:

1. Task order number
2. Task order title
3. Task order requiring organization
4. Listing of each position for that task order and actual hours worked that month
5. Calculate the total

Contractor shall use the attached templates to submit this information.

Labor Category	Qualifications	Position Description
Subject to Service Contract Act:		
ACCOUNTING CLERK I	High School diploma or equivalent of 0-1 year of experience	This position is responsible for performing one or more routine accounting clerical operations such as: examining, verifying, and correcting various accounting documents to ensure completeness and accuracy of data in accordance to accounting procedures. Specific tasks/duties are assigned under adequate supervision. Entry-level reconciliation and posting will be assigned under detailed guidance. In most instances, an employee in this position will rely on the supervisors' instructions. Completed work will be reviewed for accuracy and compliance with procedures.
ACCOUNTING CLERK II	A high school diploma and 1-2 years of experience in the field or related area	This position uses knowledge of double entry bookkeeping in performing one or more of the following: posting actions to journals, identifying subsidiary accounts affected, making debit and credit entries, and assigning proper codes. The Accounting Clerk II may review computer printouts against manually maintained journals, detect and correct erroneous postings, and prepare documents to adjust accounting classifications and other data, or review lists of transactions rejected by an automated system. In this instance, the Accounting Clerk II will determine reasons for rejections, and prepare necessary correcting material. On routine assignments, an employee will select and apply established procedures and techniques. Detailed instructions are provided for difficult or unusual assignments. Completed work and methods used, are reviewed for technical accuracy.
ACCOUNTING CLERK III	A high school diploma and 2-3 years of experience in the field or related area	The Accounting Clerk III maintains journals or subsidiary ledgers of an accounting system and balances and reconciles accounts. Typical duties include one or both of the following: 1.) reviewing invoices and statements verifying information, ensuring sufficient funds have been obligated, and if questionable, resolving with the submitting unit determining accounts involved. The review will include coding transactions, and processing material through data processing for application in the accounting system; 2.) analysis and reconciliation of computer printouts with operating unit reports (contacting units, researching causes of discrepancies, and taking action to ensure that accounts balance). Supervisor provides suggestions for handling unusual or non-recurring transactions. Conformance with requirements and technical soundness of completed work are reviewed by the supervisor, or are controlled by mechanisms built into the accounting processes.

ADMINISTRATIVE ASSISTANT	High school diploma and 2 years experience	In addition to secretarial duties (filing, taking phone calls, scheduling appointments, making travel arrangements), this position will provide administrative support to executive staff with office management responsibilities to include budgeting, personnel records and payroll. The Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.
COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR	Bachelor's degree and experience in all aspects of instruction design, facilitation/training, communications (oral and written), word processing or desktop publishing, project management, and e-learning	The Computer Based Training Specialist works with courseware production team to design, develop, revise and validate interactive computer based courseware. This specialist uses specialized computer software and/or hardware to develop, integrate and edit instructional text, audio, graphics, animation and video for interactive presentations. This person also uses appropriate programming/branching logic and screen layout and remediation/feedback techniques. The Worker also implements quality control and review and revision procedures throughout the courseware development process.
COMPUTER SYSTEMS ANALYST I	Bachelor's degree and two years of experience in systems analysis or engineering	At this level, initial assignments are designed to expand practical experience in applying systems analysis techniques and procedures. This Analyst provides several phases of the required systems analysis where the nature of the system is predetermined, uses established fact-finding approaches, knowledge of pertinent work processes and procedures, and familiarity with related computer programming practices, system software, and computer equipment.
		This Worker carries out fact finding and analyses as assigned, (usually of a single activity or a routine problem); applies established procedures where the nature of the system, feasibility, computer equipment and programming language have already been decided; may assist a higher level systems analyst by preparing the detailed specifications required by computer programmers from information developed by the higher level analyst, and may research routine user problems and solve them by modifying the existing system when the solutions follow clear precedents. When cost and deadline estimates are required, results receive closer review.

		The supervisor defines objectives, priorities, and deadlines. Incumbents work independently; adapt guides to specific situations; resolve problems and deviations according to established practices; and obtain advice where precedents are unclear or not available. Completed work is reviewed for conformance to requirements, timeliness, and efficiency. This position may supervise technicians and others who assist in specific assignments. Work at a level above this is deemed Supervisory or Individual Contributor.
COMPUTER SYSTEMS ANALYST II	Bachelor's degree and three years of experience in systems analysis or engineering	This Analyst applies systems analysis and design skills in an area such as a record keeping or scientific operation. A system of several varied sequences or formats is usually developed, e.g. the analyst develops systems for maintaining depositor accounts in a bank, maintaining accounts receivable in a retail establishment, maintaining inventory accounts in a manufacturing or wholesale establishment, or processing a limited problem in a scientific project. This position requires competence in most phases of system analysis and knowledge of pertinent system software and computer equipment and of the work processes, applicable regulations, workload, and practices of the assigned subject-matter area. Job duties require the incumbent to be able to recognize probable interactions of related computer systems and predict impact of a change in assigned system.
		The Computer Systems Analyst II reviews proposals which consist of objectives, scope, and user expectations; gathers facts, analyzes data, and prepares a project synopsis which compares alternatives in terms of cost, time, availability of equipment and personnel, and recommends a course of action; upon approval of synopsis, prepares specifications for development of computer programs. Duties also include the ability to determine and resolve data processing problems and coordinate the work with program, users, etc. This worker orients user personnel on new or changed procedures, may conduct special projects such as data element and code standardization throughout a broad system, working under specific objectives and bringing to the attention of the supervisor any unusual problems or controversies.

		In this position, the incumbent works independently under overall project objectives and requirements, and apprises supervisor about progress and unusual complications. Guidelines usually include existing systems and the constraints imposed by related systems with which the incumbent's work must be meshed. This worker adapts design approaches successfully used in precedent systems, works on a segment of a complex data processing scheme or broad system, as described for Computer Systems Analyst, level III, works independently on routine assignments and receives instructions and guidance on complex assignments. Work is reviewed for accuracy of judgment, compliance with instructions, and to insure proper alignment with the overall system. Completed work is reviewed for timeliness, compatibility with other work, and effectiveness in meeting requirements. This analyst may provide functional direction to lower level assistants on assigned work.
COMPUTER SYSTEMS ANALYST III	Bachelor's degree and four years of experience in systems analysis or engineering	The Computer Systems Analyst III applies systems analysis and design techniques to complex computer systems in a broad area such as manufacturing, finance management, engineering, accounting, or statistics, logistics planning, material management, etc. Usually, there are multiple users of the system; however, there may be complex one-user systems, e.g., for engineering or research projects. This position requires competence in all phases of systems analysis techniques, concepts, and methods and knowledge of available system software, computer equipment, and the regulations, structure, techniques, and management practices of one or more subject-matter areas. Since input data usually come from diverse sources, this worker is responsible for recognizing probable conflicts and integrating diverse data elements and sources, and produces innovative solutions for a variety of complex problems.

		The Computer Systems Analyst III maintains and modifies complex systems or develops new subsystems such as an integrated production scheduling, inventory control, cost analysis, or sales analysis record in which every item of each type is automatically processed through the full system of records. The incumbent guides users in formulating requirements, advises on alternatives and on the implications of new or revised data processing systems, analyzes resulting user project proposals, identifies omissions and errors in requirements and conducts feasibility studies. This analyst recommends optimum approach and develops system design for approved projects, interprets information and informally arbitrates between system users when conflicts exist. This worker may serve as lead analyst in a design subgroup, directing and integrating the work of one or two lower level analysts, each responsible for several programs. Supervision and nature of review are similar to level II; existing systems provide precedents for the operation of new subsystems.
GENERAL CLERK I	High school diploma, Ability to handle multiple tasks/transactions in a neat and orderly manner, Proficiency in Microsoft Word	This position follows clearly detailed specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file; could involve simple posting to individual accounts, opening mail, calculating and posting charges to departmental accounts, operating basic office equipment, e.g., photocopier, facsimile, multi-line phone/voicemail systems, mailing machines, and minimal computer programs. Little or no subject-matter knowledge is required, but the clerk uses his or her own judgment in choosing the proper procedure for each task.
GENERAL CLERK II	High school diploma, 1 year experience, Ability to handle multiple tasks/transactions in a neat and orderly manner, Proficiency in Microsoft Word	This position requires familiarity with the terminology of the office unit. The General Clerk selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.

GENERAL CLERK III	High school diploma, 2 years experience, Ability to handle multiple tasks/transactions in a neat and orderly manner, Proficiency in Microsoft Word	This position uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence. The General Clerk III selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records (stored both manually and electronically); verifying statistical reports for accuracy and completeness; compiling information; and handling and adjusting complaints.
		The General Clerk III may also direct lower level clerks. Positions above level IV are excluded. Such positions (which may include supervisory responsibility over lower level clerks) require workers to use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments. Typical jobs covered by this exclusion include administrative assistants, clerical supervisors, and office managers.
PERSONNEL ASSISTANT I	High school diploma	This position performs a variety of tasks including, but not limited to, clerical and secretarial duties. The work is under general supervision of higher-level personnel in preparation of various human resource tasks throughout compensation, benefits, staffing/employment, EEO procedures and policy administration. The Personnel Assistant I is expected to exercise discretion at all times; limited judgment may be necessary at times. This assistant may be required to operate general office equipment such as: typewriter, personal computer, copier, adding machine, and facsimile.
PERSONNEL ASSISTANT II	High school diploma and 1 year experience	This position serves as a clerical expert in independently processing the most complicated types of personnel actions, e.g., temporary employment, rehires, and dismissals. In this position, one may perform tasks beyond routine clerical such as: pre-employment drug screening and new hire orientation, responding to routine questions on policy and procedures, and/or provide reports on employee turnover or time and attendance. This assistant may be asked to evaluate and consolidate information from various sources under short deadlines, such as internal or external survey information, reporting on company employment statistics (retention, equal opportunity reporting, etc). The Personnel Assistant II may provide guidance to lower level Personnel Assistants. This level requires extensive knowledge of various office software packages. Guidance is provided as needed. Completed written work receives close technical review from higher-level personnel office employees. Work may be checked occasionally.

PERSONNEL ASSISTANT III	High school diploma and 2 years experience	This position performs work in support of human resource professionals that requires a good working knowledge of personnel procedures, guides, and precedents. Job tasks may include interviewing applicants, obtaining references, and recommending placement in a well-defined occupation. At this level, assistants typically have a range of personal contacts within and outside the organization, in addition to handling employee-sensitive material. Therefore, the Assistant must be tactful, discrete, and articulate. This Assistant may be involved in identifying potential issues and grievance procedures, in addition to documenting necessary information to avoid company threat. The Personnel Assistant III may make recommendations to human resource professionals on job classification, wage rates, and employee salaries. The use of computers may be relied on heavily for organizational and reporting purposes. Advanced experience with office software packages may be needed. This Assistant may perform some clerical work in addition to the above duties. Supervisor will review completed work against stated objectives.
SECRETARY I	High school diploma	This position provides support to staff that is directed through face to face meetings and whose organizational structure is not complex. Serves as office representative in a professional and courteous manner. Carries out recurring office procedures independently. Selects the guideline or reference which fits the specific case. Ensures consistent and quality products. Performs varied duties including or comparable to the following: handles visitors/phone calls, maintains calendar, operates office automation equipment, coordinates travel, maintains files, coordinates and tracks correspondence, coordinates and tracks actions, coordinates meetings, schedules conference rooms, takes meeting minutes, disseminates information, coordinates moves and information services.
SECRETARY II	High school diploma	This position provides support to staff who directs subordinates through intermediate supervisors and whose organizational structure is complex and divided into subordinate groups. Serves as office representative in a professional and courteous manner. Carries out recurring office procedures independently. Has intermediate knowledge of general practices, guidelines and references and selects to specific case as appropriate. Ensures consistent and quality products. Performs varied duties including or comparable to the following: handles visitors/phone calls, maintains calendar, operates office automation equipment, coordinates travel, maintains files, coordinates and tracks correspondence, coordinates and tracks actions, coordinates meetings, schedules conference rooms, takes meeting minutes, disseminates information, coordinates moves and information services.

SECRETARY III	High school diploma, minimum of one (1) year of experience in office administration.	This position provides support to staff whose organizational structure is divided into two or more subordinate supervisory levels (of which at least one is a managerial level) with several subdivisions at each level and who plays an important role in determining the policies and major programs of the entire organization. Serves as office representative in a professional and courteous manner. Carries out recurring office procedures independently. Has comprehensive knowledge of general practices, guidelines and references and selects to specific case as appropriate. Provides policy and procedural guidance to managers and secretaries/management suppport assistants. Ensures consistent and quality products. Performs varied duties including or comparable to the following: handles visitors/phone calls, maintains calendar, operates office automation equipment, coordinates travel, maintains files, coordinates and tracks correspondence, coordinates and tracks actions, coordinates meetings, schedules conference rooms, takes meeting minutes, disseminates information, coordinates moves and information services.
Exempt from Service Contract Act:		
ACCOUNTANT I	Degree in accounting or a degree in a related field such as business administration, finance, or public administration that has 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law. At least 1 year of specialized experience as an accountant.	Receive, evaluate and complete cost requests for miscellaneous purchase orders and contracts. Analyze and record cost in the automated accounting system and automated accrual table; process data into the straight line extension. Analyze cost transactions generated in the extension; validate and reconcile to NF533 or CCR. Gather financial data in support of financial audits and requests. Prepare reports, reconciliations and metrics for the cost, labor and collection/deposit functions. Reconcile errors as result of labor interface. Assist in the financial activities and reporting i.e. CFC and Bond Drive campaign. Run cost and labor assessment cycles. (GS-7)

ACCOUNTANT II	Degree in accounting or a degree in a related field such as business administration, finance, or public administration that has 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law. At least 3 year of specialized experience as an accountant.	Perform validation of NF1046 capital improvements and acquisitions. Perform research of various contracts to gather supporting documents for cost validation of NASA real property. Coordinate with real property custodian to assist in locating equipment and provide support for equipment not at KSC. Perform validation of asset value by reviewing schedule of values, associated contracts, and physical inspections with constructor management. Submit packages for entry into RPI. Perform walk through, for equipment validation, of contractor held property. Participate in wall-to-wall inventory at Ransom Road disposal facility. (GS-11)
ACCOUNTANT III	Degree in accounting or a degree in a related field such as business administration, finance, or public administration that has 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law. At least 5 year of specialized experience as an accountant.	Receive, evaluate and complete cost requests for miscellaneous purchase orders and contracts. Analyze and record cost in the automated accounting system and automated accrual table; process data into the straight line extension. Analyze cost transactions generated in the extension; validate and reconcile to NF533 or CCR. Gather financial data in support of financial audits and requests. Prepare reports, reconciliations and metrics for the cost, labor and collection/deposit functions. Reconcile errors as result of labor interface. Assist in the financial activities and reporting i.e. CFC and Bond Drive campaign. Run cost and labor assessment cycles. (GS-12)
BUSINESS MANAGEMENT SUPPORT	Undergraduate degree or equivalent of specialized professional experience. Demonstrated knowledge of Travel Manager and Federal Travel Regulations.	Prepare monthly status reports and metric data within the Travel Office functional area. Assist with Travel Manager training in either a group setting or one-on-one for new personnel, approvers and reviewers. Prepare written procedures required by functional personnel. Coordinate changes and assist in preparation of training manuals/material. Manage and update all forms and manual containing KSC SAR information. Review and clear, on daily basis, CI Travel queue for upcoming travel. Contact traveler to ensure valid trip, ensure authorization initiated. Contact Resource Management Analyst when travel authorization is awaiting their approval, where delayed approval puts impending travel in jeopardy. Perform duties as the liaison between NASA Management and Contractor Management. (GS-12)

HR ASSISTANT	High School Diploma and 2 years of experience which includes basic typing and filing skills, proofreading skills, general data entry skills; experience with MicroSoft Office software, and general knowledge of HR support functions.	Schedules classrooms in NASA KSC training faciliites and obtains audio/visual support when appropriate. Receives and reviews registration/reimbursements and ensures all supporting documentation is provided; distributes and collects training evaluations and enters data into LMS. Maintains training authorization documentation files in accordance with NASA reguliations. Documentation includes copies of approved training and reimbursement requests and course receipts. Provides general clerical support to the Center's awards program (e.g., initiates work orders with graphics; reviews certificates for accuracy; contracts external vendors for medal; files signed copies of certificates; reviews submission of names for all non-civil servant awards to ensure full, proper format; incorporates edits for award ceremony scripts into original document and provides final product; prepares personal invitations to each award ceremony selectee.
HR OPERATIONS ASSISTANT	High school diploma and 3 years experience to include some level of related human resources experience	This position performs work in support of human resource professionals that requires a good working knowledge of personnel procedures, guides, and precedents. Job tasks may include responding to employment inquiries, answering specific questions reference employment opportunities, referral to appropriate HR specialist if required. At this level, assistants typically have a range of personal contacts within and outside the organization, in addition to handling employee-sensitive material. Therefore, the HR Operations Assistant must be tactful, discrete, and articulate. This HR Operations Assistant may be involved in identifying potential issues related to security paperwork, in addition to documenting necessary information to avoid delays in entrance on duty and security investigation. The HR Operations Assistant may make recommendations to human resource professionals after review of required inprocessing paperwork. The use of computers may be relied on heavily for organizational and reporting purposes. Advanced experience with office software packages may be needed. This HR Operations Assistant may perform some clerical work in addition to the above duties. Human Resource professional will review completed work against stated objectives.
INFORMATION TECHNOLOGY SPECIALIST	Undergraduate degree or equivalent professional experience. At least five years of specialized experience as an Information Technology Specialist.	Provide technical interface and support for all ODIN services, all users on all IT related issues for SAP, telephone (KICS) support services, the organization's website and website content, ISO review and audits, the KSC CIO Working Group, the IT Security Working Group, the KSC Network Configuration Board, the Webmaster Working Group, and other IT or non-IT tasks in support of the Center Business Process Lead (support for SAP Version Upgrade and other IEMP module projects) or the Chief of Business Services. Serve as Organizational TechDoc Librarian. (GS-13)

LOGISTICS SPECIALIST	High School Diploma, 2 years logistics operations experience, fundamental computer skills	The position is responsible for performing surveillance of institutional support contractors, conducting logistics requirements and process analysis, performing data collection, providing technical and schedule status that includes progress and/or problems, providing recommendations, and obtaining approvals. Is responsible for completing all assigned tasks, resolving issues and deviations according to established practices and obtaining guidance where precedents are unclear or not available. Completed work is reviewed for conformance to requirements and timeliness. Requires an understanding of logistics principles and practices and versatility to work in varied project frameworks while satisfying tailored customer requirements. (GS 10)
PROCUREMENT ANALYST	Qualifications: Ability to analyze data and develop recommendations to resolve routine problems. Proficient in Microsoft Word, Excel, and PowerPoint. Ability to operate normal business equipment.	Performs simple analytical tasks in a standardized sequence. Also prepares Word, Excel, and Powerpoint documents using various formats prescribed by the Government. Follows simple procedures to file, copy, and deliver documents.

PROCUREMENT BUSINESS SYSTEMS SUPPORT (PBSS) I	• Minimum of a Bachelor's Degree in a business, computer, or accounting-related curriculum from an accredited university/college. • Expert knowledge of the CMM, SAP Materials Management (MM) and Finance (FI) Modules, the Agency's SAP configuration, and the KSC-specific SAP configuration. • Minimum of three years experience working with SAP Public Sector software.	Perform tasks to support the CMM Project that includes being responsible for tasks associated with the day-to-day maintenance of KSC-specific configuration of the SAP software which will include knowledge of configuration and use of SAP software (i.e. Materials Management Module), SAP Business Warehouse (BW) reporting tool, and NASA/KSC business processes/systems.

PROCUREMENT BUSINESS SYSTEMS SUPPORT (PBSS) II	• Minimum of a Bachelor's Degree in a business or accounting-related curriculum from an accredited university/college. • Expert knowledge of the CMM, SAP Materials Management (MM) and Finance (FI) Modules, the Agency's SAP configuration, and the KSC-specific SAP configuration. expert knowledge of Business Warehouse and other reporting tools available to NASA. • Minimum of three years experience working with SAP Public Sector software.	Perform tasks to support the CMM Project that includes being responsible for tasks associated with the day-to-day maintenance of KSC-specific configuration of the SAP software which will include knowledge of configuration and use of SAP software (i.e. Materials Management Module), SAP Business Warehouse (BW) reporting tool, and NASA/KSC business processes/systems.

PROCUREMENT SPECIALIST	• Experience with the NASA/KSC configuration of CMM, SAP, FPDS-NG, and the legacy Acquisition Management System (AMS). • Ability to review and analyze procurement transactions in CMM, FPDS-NG, AMS, and SAP (i.e. purchase requisition and obligation documents) including, but not limited to document type, release strategies, vendor and vendor type, contract number, contract type, contract value, commitment amount, obligations, de-obligations, and payment and delivery terms.	Perform specific tasks to support CMM functions and Procurement Policy and Review Business Systems Team.
PROGRAM ANALYST I	Minimum of a Bachelor's Degree in a business or accounting-related curriculum from an accredited university/college.	This position is responsible for all specific tasks listed below to support the Resources Contract Management functions. Included are the following specific tasks: (1) Analyze and interpret data; (2) Provide database maintenance with emphasis on data input, query and report generation capabilities used in the presentation of the projects' budget, changes and funding and establishing Negotiated Estimated Cost (NEC); (3) Provide data for the award fee input; (4) Provide monthly tracking and aging reports of open contract changes; and (5) Analyze and interpret institutional financial data, and contract funding and changes and provide weekly status.

PROGRAM ANALYST II	Minimum of a Bachelor's Degree in a business or accounting-related curriculum from an accredited university/college. At least 1 year of experience in business related functions	This position is responsible for resources contract management functions to include the following: (1) Analyze and interpret data; (2) Provide database maintenance with emphasis on data input, query and report generation capabilities used in the presentation of the projects' budget, changes and funding and establishing Negotiated Estimated Cost (NEC); (3) Provide data for the award fee input; (4) Provide monthly tracking and aging reports of open contract changes; and (5) Analyze and interpret institutional financial data, and contract funding and changes and provide weekly status.
PROJECT MANAGEMENT AND CHANGE MANAGEMENT CONSULTANT	1. Bachelor's Degree in a change management related field such as business management, communications, or training or equivalent business experience. 2. Experience in performing change management and related project management activities such as those described herein. Such experience obtained in the context of a NASA or Federal Agency setting is highly desirable.	Position requires performance of relatively complex Change Management tasks that include; stakeholder analysis and management, communication planning and delivery, tailored to specific stakeholder groups, training planning and delivery, including schedules, logistics, and reporting and business process alignment activities, including process capture and role mapping.

PROJECT MANAGEMENT AND CHANGE MANAGEMENT CONSULTANT cont.		Also performs Project Management duties that include; project implementation risk and issue identification perform analysis of information delivery processes to identify reports and key elements of information used in business management decisions, elements of process re-engineering related to gap analysis and impact analysis between current and future work flows, preparation of status reports and participation in status briefings, project governance (team organization) and administration, application of Customer Relationship Management (CRM) methods to manage customer expectations, design and application of a Benefits Realization assessment process, perform assessment of the relationship between People, Process, and Product components of project implementation and application of process control and Six Sigma methods to evaluate process development and encourage process improvement.
RECORDS MANAGEMENT SPECIALIST	High school diploma, Familiarity with Records Management Processes, One year experience, Strong written and oral communication skills, Data management and data storage knowledge	Supports the Record Management and scientific & technical information program. Prepares the appropriate forms for shipping documents and coordinates the shipping efforts. Assist the Records Manager with record projects: inventory, audits, managing file, attending meetings. Performs database entry for the relocation of records. Retrieves reports from the database: records eligible for destruction. Performs research dispositions for the Records Manager in the Records Retention Schedule.
RESOURCE ANALYST I	Undergraduate degree or equivalent professional experience. At least 1 year of experience in business related functions.	Analyze and interpret data for management and technical users. Support database development and maintenance with emphasis on data input, query, and report generation capabilities used in the presentation of the projects' budget, changes and funding. Develop and maintain integrated schedules for the various development projects. Prepare cost analysis for the contract project elements. Support the Program Planning & Budget Execution process. Develop monthly variance and trend analysis. Analyze and interpret financial data, contract funding and changes, and provide weekly status. Assist in the monthly cost reporting and funding process. Provide data for the award fee input. Provide monthly tracking and aging reports of open contract changes. (GS-7)

SAP CONSULTANT	Undergraduate degree or equivalent professional experience. At least four years of experience working with the Public Sector module of SAP, specifically the NASA configuration. Comprehensive knowledge of the Agency's current configuration. Comprehensive knowledge of the Agency's business processes. Comprehensive knowledge of the SAP software. Comprehensive knowledge of the current configuration for KSC.	Provide maintenance of the KSC configuration within the SAP software for KSC Finance Office groups, invoice document routing and approval. Provide technical interface and support for the development and maintenance of SAP financial reports. Provide technical interface and support for the development and maintenance of job aids. Provide technical interface and support for the development of alternatives and options available (within the agency-wide rules and guidelines) to resolve KSC specific problems, issues and end-user queries. Provide technical interface and support for the on-going training of KSC end-users and super users. Provide technical interface and support for Travel for training and project tasks as required. Provide technical interface and support for testing and recording of results for SAP Software patches. Provide technical interface and support to the IAM Finance team and the e-Travel team members. Provide operational support for the month-end close process, FY year-end close process, and FY start-up process.
SAP CONSULTANT (cont.)		Perform analysis on all de-obligation or reversal requests involving cost and/or disbursement; coordinate resources for workshop; validate SGL and FM postings after reversals and re-entries. Provide application functional and technical support in the areas of Purchase Requisition to Purchase Order, Cost to Payment, Financial Management Integration, Application Development, Change Management and Data Migration. (No GS equivalent)

SENIOR INTERNAL CONTROLS ANALYST	Minimum of a Bachelor's Degree in a business or accounting-related curriculum from an accredited university/college. At least 10 years of experience in accounting/auditing related functions.	Analyze financial/resource operations to determine compliance with existing laws, regulations, policy, and guidelines. Develop, implement and maintain a method to perform periodic monitoring and validation testing of key control processes. Evaluate documentation of key roles, responsibilities, procedures and practices to ensure accuracy, integrity, and completeness of those functions. Review and document the quality and effectiveness of existing process controls, training, documentation, and other key aspects of the existing internal control system. Evaluate risk assessments, mitigation plans, and corrective action plans related to financial operations. Conduct comprehensive analyses of financial management and resource systems (A/R, A/P), administrative operations (payroll/travel), and other operations susceptible to fraud, misuse or abuse.
SENIOR INTERNAL CONTROLS ANALYST (cont.)		Establish a reporting and monitoring system of internal control deficiencies and associated corrective action plans. Develop metrics related to internal control goals and objectives for financial operations. Document and present findings and recommendations related to internal controls performance and effectiveness. Prepare and present Microsoft Power Point presentations or other briefings related to internal control deficiencies and recommended corrective actions. (GS-13)
SENIOR RESOURCE ANALYST	Undergraduate degree or equivalent professional experience. At least 10 years of specialized experience as a resource, budget, or program analyst.	Analyze and interpret data for management and technical users. Support database development and maintenance with emphasis on data input, query, and report generation capabilities used in the presentation of the projects' budget, changes and funding. Develop and maintain integrated schedules for the various development projects. Prepare cost analysis for the contract project elements. Support the Program Planning & Budget Execution process. Develop monthly variance and trend analysis. Analyze and interpret financial data, contract funding and changes, and provide weekly status. Assist in the monthly cost reporting and funding process. Provide data for the award fee input. Provide monthly tracking and aging reports of open contract changes. (GS-13)

TRAINING ASSISTANT (ADMIN SUPPORT)	High School Degree plus 3 year's experience which includes 1 year in a Human Resources Development (HRD) environment is required. Experience in utilizing Microsoft Office software. Experience performing multiple logistical activities and preparing decision packages. Experience consulting on program offerings, availability, and application/registration process and procedures. Experience in performing preliminary acquisition activities.	Provides general administrative support for NASA and KSC sponsored development programs to include announcement of program opportunities, receipt and review of application packages for accuracy and completeness; consulting employees on program offerings, availability,and application and registration process and procedures; informing candidates of selection/non-selection. Coordinates the logistics for key training events, e.g., creating or developing facility schedules, tour arrangements, integration of presentation materials, agenda coordination, notice of upcoming events to appropriate parties, and presenter as well as employee attendance verification. Provides support for HR Board activities (e.g., consolidating, copying, distributing application packages with cover letters; forwarding selectee packages to NASA HQs; prepare and distribute letters of selection and non-selection, etc).
TRAINING COORDINATOR	High school diploma, One year experience, Ability to handle multiple tasks/transactions in a neat and orderly manner, Proficiency in Microsoft Word	Responsibilities include designing and following specific procedures to be performed in a prescribed or slightly varied sequence, such as coding and filing documents and posting training completions to individual training record accounts in the Training Record Certification System (TCRS) or equivalent automated data entry and retrieval system such as the System for Administration, Training, and Educational Resources for NASA (SATERN).

TRAINING INSTRUCTOR	Associate's degree, with instructor experience in industrial training activities	Develops and conducts technical training courses on one or more short courses in a technical trade or craft such as electricity or electronics and maintains credentials to meet local, state, and federal specialized certification requirements. Teaches assigned topics in accordance with approved curriculum effectively utilizing all allotted time, maintains proficiency in instructional techniques, incorporates current examples in the teaching process (e.g. develops clarification or real world examples of application related to the subject matter). Works with subject matter experts to develop and revise curriculum to ensure accurate content and format. Selects or develops instructional aids, such as handouts, reference materials, or audio/visual supports. Creates teaching outlines in accordance with established guidelines; maintains records and statistical information on employee training; monitors training programs by reviewing and analyzing student course evaluations; makes recommendations to management on course improvement and customer training needs.
TRAINING INSTRUCTOR LEAD	Associate's degree, with instructor experience in industrial training activities	Provides expertise in instructional methodology to design, develop and deliver specialized industrial training programs. Responsible for developing new course materials; modifying and customizing existing materials; and conducting classroom instruction of specialized and custom course segments. Conducts training needs assessment surveys, curriculum planning, scheduling, and oversees new course implementation. Provides knowledge and experience in instructional system design, theories, concepts methods, techniques, and principles of instruction, and the principles of adult education and possess the credentials to meet local, state, and federal specialized certification requirements.
TRAINING MANAGER	Bachelor's degree, or higher , from an accredited college or university	Supervise instructor personnel with emphasis on management and administration of training activities in an operational or industrial environment including record management activities and utilization of a learning management system. Provide expertise in instructional methodology, tests and measurement, and curriculum development, develop courseware format guidelines, review and maintain task lists and objective hierarchies, and write courseware materials in designated format (student study guide, workbooks, etc.). Responsibilities require tracking individual lesson status, review lesson materials before submission ensure revisions do not impact instructional flow, monitor lecture presentations to evaluate and assist with lesson organization and content, and maintain credentials to meet local, state, and federal specialized certification requirements.

TRAINING SPECIALIST (ADMIN SUPPORT)	High School Diploma plus 3 year's experience which includes 1 year in a Human Resources Development (HRD) environment is required. Experience in utilizing Microsoft Office software. Experience performing multiple logistical activities and preparing decision packages. Experience consulting on program offerings, availability, and application/registration process and procedures. Experienced in conducting training needs assessments is preferred. Experience in designing, implementing, performing preliminary acquisition activities, and evaluating comprehensive and responsive HRD programs is preferred.	Provides administrative support to Center for various training programs. Responsibilities include, but are not limited to: conducting formal training needs assessments; designing, implementing, and performing preliminary acquisition activities; processes documents for the procurement of training courses; and administer the evaluation process of on-site training courses by employees to confirm attendance, understand employee perception or assessment of the learning opportunity; and coordinate the result of evaluations including providing monthly assessments to NASA. Serves as the Facility Manager for 2 training facilities on-site ensuring the overall maintenance, safety, and cleanliness of the building; ensures training equipment requirements are available for customers.

TRAINING SPECIALIST (COMPUTER SUPPORT)	High School Diploma plus 3 year's experience which includes 1 year in a Human Resources Development environment is required. For 1 year of specialized experience, a Learning Management System as well as the ability to resolve functionality issues is preferred. Also preferred is experience utilizing BRIO or other database management system	Provides administrative support to the Center for the learning management system (LMS). Responsibilities include, but are not limited to: providing access to appropriate NASA KSC personnel and discipline owners; resolving functionality issues; identifying system requirements and procurement costs estimates for transfer of videos into LMS; building curriculum and providing system support for individual development plans; maintaining and tracking completion of agency mandated training; serving as the system administrator for SkillSoft on-line training (e.g., providing training to the workforce; providing access; providing workflows for curriculum, reporting, searching, and learner management activities). Maintains KSC HR integrated training and awards calendar with announcement and selection dates via portal; coordinates www portal updates and modifications.
TRAINING SPECIALIST LEAD	Bachelor's degree, or higher, from an accredited college or university preferred, but not mandatory.	Lead training personnel with emphasis on management and administration of training activities in an operational setting including record management activities and utilization of a learning management system. Supervised functional areas include assignments such as learning management system support, training program support. The nature of the staff's work includes general clerical and administrative service support such as: calls for nominations, purchase request preparations; logistical support to key career development programs and events, research of vendor capabilities and offerings; training system report generation and curriculum establishment, course evaluation, system training, calendar maintenance and general www site maintenance,records retention, etc., There will be a small level of general clerical support provided to the awards and recognition area.

Senior Accountant	Degree in accounting or a degree in a related field such as business administration, finance, or public administration that has 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law. At least 10-15 years of specialized experience as an accountant.	Position is responsible for a wide range of operational accounting issues, including cost accounting, property accounting, reimbursable accounting, and all other relevant areas within financial management. The Senior Accountant is responsible for handling issues which typically consist of activities of complexity, expertise, program impact, and may involve multiple organizations. The Position is also a cross-functional operational expert that can perform detailed analytical tasks on issues that cross over to the budget execution arena. The Position also assists in the preparation of various documents including the monthly CMP, which is an internal control performance measurement process. The Position provides technical assistance relative to planning, designing, developing, evaluating, and integrating effective financial management controls.
Senior IT Support Specialist	Undergraduate degree or equivalent professional experience. At least 10-15 years of specialized experience as an IT Support Specialist.	Provides technical interface and support for all ODIN services, all users on all IT related issues for SAP and all other internal organizational related software, telephone (KISC) support services, the organizations website and website content, ISO reviews and audits, the KSC CIO Working Group, the IT Security Working Group, and other IT or non-IT tasks in support of the Center Business Process Lead (support for SAP Version Upgrade and the other IEMP module projects) or the Chief of the Business Services Office. Serves as the organizational TechDoc librarian. Responsible for working all equipment requests for the organization. Works with tele-work requests.
Senior Resource Analyst Lead	Undergraduate degree or equivalent professional experience. At least 10-15 years experience as a Resource Analyst.	Position is responsible for the analyzing and interpreting data for management and technical users. The position supports database development and integrity, as well as maintenance with emphasis on data input, query, and report generation capabilities used in the presentation of the projects budget, changes and funding. The Position is responsible for developing and integrating schedules for the various development projects, preparing cost analysis for the contract project elements, supporting the program planning and budget execution process, developing monthly variance and trend analysis, analyzing and

		interpreting financial data, including contract funding changes, and provide periodic status as requested, assists in the monthly cost reporting and funding process, provide data if appropriate for award fee input, and provide monthly tracking and aging of reports with open contract changes. Enters and adjusts data for the integrated operating program into a wide variety of reports, forms, schedules, and electronic systems. Assists with reviews, edits, and consolidation of budget estimates. Works on financial management metrics, including analyzing and interpreting data to identify opportunities for improvement, savings, and/or efficiency.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE 1 OF PAGES 1

2. AMENDMENT/MODIFICATION NO.: 3

3. EFFECTIVE DATE: See Block 16C

4. REQUISITION/PURCHASE REQ. NO.

5. PROJECT NO. (If applicable)

6. ISSUED BY CODE KSC

NASA/John F. Kennedy Space Center
Office of Procurement
MAIL CODE OP
KENNEDY SPACE CENTER FL 32899

7. ADMINISTERED BY (If other than Item 6) CODE KSC

NASA/Kennedy Space Center
Office of Procurement
MAIL CODE OP
KENNEDY SPACE CENTER FL 32899

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

REDE CRITIQUE A JOINT VENTURE
10001 LAKE FOREST BLVD STE 200
NEW ORLEANS LA 70127-5240

CODE 3YHS3 FACILITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

x 10A. MODIFICATION OF CONTRACT/ORDER NO. NNK08OP06B

10B. DATED (SEE ITEM 13) 03/14/2008

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	
	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Mutual Agreement of the Parties.

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this modification is to;

1. Incorporate the corrected contract table 1.3.1 titled "Billable Rate Schedule" as replacement page 7 of the contract which includes one new labor category as indicated by the change bars.

2. The one new labor position referenced in #1 above are attached and are hereby incorporated in "Attachment 3, Position Descriptions" as page 24.

All other terms and conditions herein remain unchanged.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print): Hubert D Glover — President

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print): Karen M. Griffin

15B. CONTRACTOR/OFFEROR: Hubert D. Glover (Signature of person authorized to sign)

15C. DATE SIGNED: August 1, 2008

16B. UNITED STATES OF AMERICA: Karen Griffin (Signature of Contracting Officer)

16C. DATE SIGNED: 8/1/08

NSN 7540-01-152-8070
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

Contract Table 1.3.1
Billable Rate Schedule

Labor Category	Base Period		Option 1		Option 2		Optipn 3		Option 4	
	Hourly Rate	Overtime Rate*	Hourly Rate	Overtime Rate*	Hourly Rate	Overtime Rate*	Hourly Rate	Overtime Rate*	Hourly Rate	Overtime Rate*
Subject to Service Contract Act:										
Accounting Clerk I										
Accounting Clerk II										
Accounting Clerk III										
Administrative Assistant										
Computer Based Training (CBT) Specialist/Instructor										
Computer Systems Analyst I										
Computer Systems Analyst II										
Computer Systems Analyst III										
General Clerk I										
General Clerk II										
General Clerk III										
Personnel Assistant I										
Personnel Assistant II										
Personnel Assistant III										
Secretary I										
Secretary II										
Secretary III										
Exempt from Service Contract Act:										
Accountant I										
Accountant II										
Accountant III										
Business Management Specialist										
HR Assistant										
HR Operations Assistant										
Project Management and Change Management Consultant										
SAP Consultant										
Information Technology Specialist										
Sr. Internal Controls Support										
Logistics Specialist										
Procurement Analyst										
Procurement Business Systems Support I (PBSS I)										
Procurement Business Systems Support II (PBSS II)										
Procurement Specialist										
Program Analyst I (E)										
Program Analyst II (E)										
Program Manager (E)										
Records Management Specialist										
Resource Analyst I										
Senior Accountant										
Senior IT Support Specialist										
Senior Resourse Analyst										
Senior Resourse Analyst Lead										
Training Assistant (Admin Support)										
Training Coordinator										
Training Instructor										
Training Instructor Lead										
Training Manager										
Training Specialist (Admin Support)										
Training Specialist (Computer Support)										
Training Specialist Lead										
Sr. Project Control Consultant										

*The contractor shall submit a request for approval of overtime to the Contracting Officer prior to any overtime worked.

ATTACHMENT 3

POSITION DESCRIPTIONS

		interpreting financial data, including contract funding changes, and provide periodic status as requested, assists in the monthly cost reporting and funding process, provide data if appropriate for award fee input, and provide monthly tracking and aging of reports with open contract changes. Enters and adjusts data for the integrated operating program into a wide variety of reports, forms, schedules, and electronic systems. Assists with reviews, edits, and consolidation of budget estimates. Works on financial management metrics, including analyzing and interpreting data to identify opportunities for improvement, savings, and/or efficiency.
Senior Project Control Consultant	Minimum of a Bachelor's Degree in Business Administration or other related field. At least 10-15 years as a Senior Manager (i.e. Comptroller/Chief Financial Officer) in Government Finance organization. Experience in Government unique systems: IEMP Project Management, G&A Project Management, CMO Civil Service Workforce Project Management and Policy and Requirements Analysis.	Position is responsible for supporting CMO Project Control activities including the development of KSC CMO guidelines; assessing requirements; preparation of decision packages; and execution activities. Support FTE and Labor planning and execution analysis. Support cost estimation activities. Provide training on project control, assessment, and analysis techniques. Analyze and interpret data for data management and technical users. Support database development and maintenance with emphasis on data query, and report generation capabilities used in the presentation of the projects' budget, changes and funding. Develop and maintain integrated schedules for the various development projects. Prepare cost analysis or the contract project elements. Support the Planning & Budget Execution process. Develop monthly variance trend analysis. Analyze and interpret financial data and assist in the monthly cost report and funding process. Support internal and external team activities as they relate to assigned functions

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE 1 OF PAGES 1

2. AMENDMENT/MODIFICATION NO. 4

3. EFFECTIVE DATE 08/08/2008

4. REQUISITION/PURCHASE REQ. NO.

5. PROJECT NO. (If applicable)

6. ISSUED BY CODE KSC

NASA/John F. Kennedy Space Center
Office of Procurement
MAIL CODE OP
KENNEDY SPACE CENTER FL 32899

7. ADMINISTERED BY (If other than Item 6) CODE KSC

NASA/Kennedy Space Center
Office of Procurement
MAIL CODE OP
KENNEDY SPACE CENTER FL 32899

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

REDE CRITIQUE A JOINT VENTURE
10001 LAKE FOREST BLVD STE 200
NEW ORLEANS LA 70127-5240

CODE 3YHS3 FACILITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

x 10A. MODIFICATION OF CONTRACT/ORDER NO. NNK08OP06B

10B. DATED (SEE ITEM 13) 03/14/2008

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	
	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Mutual Agreement of the Parties.

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this modification is to;

1. Incorporate the revised contract table 1.3.1 titled "Billable Rate Schedule" as replacement page 7 of the contract which includes two new labor categories as indicated by the change bars. (Reference ReDe's proposal dated July 22, 2008)

2. The two new labor position referenced in #1 above are attached and are hereby incorporated in "Attachment 3, Position Descriptions" as pages 24 & 25.

All other terms and conditions herein remain unchanged.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)
Hubert D Glover — President

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)
Karen M. Griffin

15B. CONTRACTOR/OFFEROR
Hubert D. Glover
(Signature of person authorized to sign)

15C. DATE SIGNED
August 8, 2008

16B. UNITED STATES OF AMERICA
Karen M. Griffin
(Signature of Contracting Officer)

16C. DATE SIGNED
08/08/2008

NSN 7540-01-152-8070
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

Contract Table 1.3.1
Billable Rate Schedule

Labor Category	Base Period		Option 1		Option 2		Option 3		Option 4	
	Hourly Rate	Overtime Rate*	Hourly Rate	Overtime Rate*	Hourly Rate	Overtime Rate*	Hourly Rate	Overtime Rate*	Hourly Rate	Overtime Rate*
Subject to Service Contract Act:										
Accounting Clerk I	$									
Accounting Clerk II	[redacted]									
Accounting Clerk III										
Administrative Assistant										
Computer Based Training (CBT) Specialist/Instructor										
Computer Systems Analyst I										
Computer Systems Analyst II										
Computer Systems Analyst III										
General Clerk I										
General Clerk II										
General Clerk III										
Personnel Assistant I										
Personnel Assistant II										
Personnel Assistant III										
Secretary I										
Secretary II										
Secretary III										
Exempt from Service Contract Act:										
Accountant I										
Accountant II										
Accountant III										
Business Management Specialist										
HR Assistant										
HR Operations Assistant										
Project Management and Change Management Consultant										
SAP Consultant										
Information Technology Specialist										
Sr. Internal Controls Support										
Logistics Specialist										
Procurement Analyst										
Procurement Business Systems Support I (PBSS I)										
Procurement Business Systems Support II (PBSS II)										
Procurement Specialist										
Program Analyst I (E)										
Program Analyst II (E)										
Program Manager (E)										
Records Management Specialist										
Resource Analyst I										
Senior Accountant										
Senior IT Support Specialist										
Senior Resourse Analyst										
Senior Resourse Analyst Lead										
Training Assistant (Admin Support)										
Training Coordinator										
Training Instructor										
Training Instructor Lead										
Training Manager										
Training Specialist (Admin Support)										
Training Specialist (Computer Support)										
Training Specialist Lead										
Sr. Project Control Consultant										
Buyer										
Senior Buyer										

*The contractor shall submit a request for approval of overtime to the Contracting Officer prior to any overtime worked.

ATTACHMENT 3

POSITION DESCRIPTIONS

		interpreting financial data, including contract funding changes, and provide periodic status as requested, assists in the monthly cost reporting and funding process, provide data if appropriate for award fee input, and provide monthly tracking and aging of reports with open contract changes. Enters and adjusts data for the integrated operating program into a wide variety of reports, forms, schedules, and electronic systems. Assists with reviews, edits, and consolidation of budget estimates. Works on financial management metrics, including analyzing and interpreting data to identify opportunities for improvement, savings, and/or efficiency.
Senior Project Control Consultant	Minimum of a Bachelor's Degree in Business Administration or other related field. At least 10-15 years as a Senior Manager (i.e. Comptroller/Chief Financial Officer) in Government Finance organization. Experience in Government unique systems: IEMP Project Management, G&A Project Management, CMO Civil Service Workforce Project Management and Policy and Requirements Analysis.	Position is responsible for supporting CMO Project Control activities including the development of KSC CMO guidelines; assessing requirements; preparation of decision packages; and execution activities. Support FTE and Labor planning and execution analysis. Support cost estimation activities. Provide training on project control, assessment, and analysis techniques. Analyze and interpret data for data management and technical users. Support database development and maintenance with emphasis on data query, and report generation capabilities used in the presentation of the projects' budget, changes and funding. Develop and maintain integrated schedules for the various development projects. Prepare cost analysis or the contract project elements. Support the Planning & Budget Execution process. Develop monthly variance trend analysis. Analyze and interpret financial data and assist in the monthly cost report and funding process. Support internal and external team activities as they relate to assigned functions
Buyer	Minimum of 1 year course of study leading to an Associate's degree or at least 12 semester hours in any ot the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing or the equivalent work experience in a relevant field Experience in procurement related field. Knowledge of the Federal Acquisition Regulation (FAR), specifically Parts 8, 11,12,13 and 16, the	Provide procurement support to process assigned procurement requests for the acquisition of supplies and services up to $24,999 and those from $25,000 up to $500,000 not requiring synopsis.

	NASA FAR Supplement (NFS) applicble Kennedy Documented Procedures (KDP's) and local procedures. Strong background in Microsoft Office Products.	
Senior Buyer	Minimum 2 year course of study leading to an Associate's degree or at least 24 semester hours in any of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing or the equivalent work related relevant experience. Experience in procurement related field. Experience in procurement related field. Knowledge of the Federal Acquisition Regulation (FAR), specifically Parts 8, 11,12,13 and 16, the NASA FAR Supplement (NFS) applicble Kennedy Documented Procedures (KDP's) and local procedures. Strong background in Microsoft Office Products.	Provide procurement support to process assisgned procurement requests for the acquisition of supplies and services up to $24,999 and those from $25,000 up to $500,000 not requiring synopsis. Responsible for ensuring proper training for Junior Buyer positions, managing fluctuating workload effort and distributing work as applicable. Responsible for requesting proper software and access for employees as applicable.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE 1 OF PAGES 2

2. AMENDMENT/MODIFICATION NO. 5

3. EFFECTIVE DATE 08/26/2008

4. REQUISITION/PURCHASE REQ. NO.

5. PROJECT NO. (If applicable)

6. ISSUED BY CODE KSC

NASA/John F. Kennedy Space Center
Office of Procurement
MAIL CODE OP
KENNEDY SPACE CENTER FL 32899

7. ADMINISTERED BY (If other than Item 6) CODE KSC

NASA/Kennedy Space Center
Office of Procurement
MAIL CODE OP
KENNEDY SPACE CENTER FL 32899

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

REDE CRITIQUE A JOINT VENTURE
10001 LAKE FOREST BLVD STE 200
NEW ORLEANS LA 70127-5240

CODE 3YHS3 FACILITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

x 10A. MODIFICATION OF CONTRACT/ORDER NO. NNK08OP06B

10B. DATED (SEE ITEM 13) 03/14/2008

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	
	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Mutual Agreement of the Parties.

E. IMPORTANT: Contractor ☐ is not. ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this modification is to;

1. Revise Contract Article 1.2 Scope of Work to allow use of Government vehicles if specifically authorized in individual task orders.

2. Incorporate the revised contract table 1.3.1 titled "Billable Rate Schedule" as replacement page 7 of the contract which includes one new labor category as indicated by the change bars. (Reference ReDe's proposal dated August 19, 2008) and in "Attachment 3, Position Descriptions" as pages 25 & 26.

3. Contract Article 2.28, page 25, FAR Clause 1852.242-72 Observance of Legal Holidays.

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Tara S. Miller Program MGR

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Karen M. Griffin

15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)

15C. DATE SIGNED 8/27/08

16B. UNITED STATES OF AMERICA (Signature of Contracting Officer) Karen M. Griffin

16C. DATE SIGNED 8/27/08

NSN 7540-01-152-8070
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED NNK08OP06B/5	PAGE 2	OF 2

NAME OF OFFEROR OR CONTRACTOR
REDE CRITIQUE A JOINT VENTURE

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	(AUG 1992) by reference is modified to include Alternate II (i.e. Observance of Legal Holidays Alternate II (OCT 2000) and is hereby incorporated full text, and adds slip page 25.1. 4. Contract Article 2.33, entitled Unanticipated Closing of Government Offices and Holiday Pay, page 28 is hereby deleted. All other terms and conditions herein remain unchanged.				

Local area transportation may be necessary for the contractor to perform the duties in the contract. Government owned/leased vehicles are authorized only if specifically authorized in individual Task Orders.

Travel may be necessary for the contractor to perform the duties listed in the contract. All authorized travel shall be conducted and reimbursed in accordance with the Federal Travel Regulations (FTR).

(End of clause)

1.3 HOURLY RATES, CONTRACT VALUE AND CONTRACT CEILING PRICE

The hourly rates for computation of payment and the contract ceiling price referred to in FAR clause 52.232 7, "Payments Under Time-and-Materials and Labor-Hour Contracts" of this contract are delineated in Contract Table 1.3.1 "Billable Rate Schedule".

The minimum value for each contract period is $25,000.00 and the not to exceed (NTE) ceiling price is as follows:

Base period: NTE $5,000,000.00

Option 1: NTE $10,000,000.00
Option 2: NTE $10,000,000.00
Option 3: NTE $10,000,000.00
Option 4: NTE $10,000,000.00

TOTAL: NTE $45,000,000.00

In the event that the Government exercises an option, the balance of any unused contract ceiling price shall roll forward to the next period.

Contract value is the sum of the NTE amount of open orders and the final billed and paid value of orders completed. The contract value is tabulated in Contract Table 1.3.2-Contract Value and NTE Limitation.

Contract Table 1.3.1
Billable Rate Schedule

Labor Category	Base Period		Option 1		Option 2		Optipn 3		Option 4	
	Hourly Rate	Overtime Rate*	Hourly Rate	Overtime Rate*	Hourly Rate	Overtime Rate*	Hourly Rate	Overtime Rate*	Hourly Rate	Overtime Rate*
Subject to Service Contract Act:										
Accounting Clerk I	[redacted]									
Accounting Clerk II										
Accounting Clerk III										
Administrative Assistant	[redacted]									
Computer Based Training (CBT) Specialist/Instructor										
Computer Systems Analyst I										
Computer Systems Analyst II										
Computer Systems Analyst III										
General Clerk I										
General Clerk II										
General Clerk III										
Personnel Assistant I										
Personnel Assistant II										
Personnel Assistant III										
Secretary I										
Secretary II	[redacted]									
Secretary III										
Exempt from Service Contract Act:										
Accountant I										
Accountant II	[redacted]									
Accountant III										
Business Management Specialist										
HR Assistant										
HR Operations Assistant										
Project Management and Change Management Consultant										
SAP Consultant										
Information Technology Specialist										
Sr. Internal Controls Support										
Logistics Specialist										
Procurement Analyst										
Procurement Business Systems Support I (PBSS I)										
Procurement Business Systems Support II (PBSS II)										
Procurement Specialist										
Program Analyst I (E)										
Program Analyst II (E)										
Program Manager (E)										
Records Management Specialist										
Resource Analyst I										
Senior Accountant										
Senior IT Support Specialist										
Senior Resourse Analyst										
Senior Resourse Analyst Lead										
Training Assistant (Admin Support)										
Training Coordinator										
Training Instructor										
Training Instructor Lead										
Training Manager										
Training Specialist (Admin Support)										
Training Specialist (Computer Support)										
Training Specialist Lead										
Workforce Data Analyst	[redacted]									
Sr. Workforce Data Analyst										
Buyer	[redacted]									
Senior Buyer										
Sr. Contract Specialist (Consultant)	[redacted]									

* The contractor shall submit a request for approval of overtime to the Contracting Officer prior to any overtime worked.

	NASA FAR Supplement (NFS) applicble Kennedy Documented Procedures (KDP's) and local procedures. Strong background in Microsoft Office Products.	
Senior Buyer	Minimum 2 year course of study leading to an Associate's degree or at least 24 semester hours in any of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing or the equivalent work related relevant experience. Experience in procurement related field. Experience in procurement related field. Knowledge of the Federal Acquisition Regulation (FAR), specifically Parts 8, 11,12,13 and 16, the NASA FAR Supplement (NFS) applicble Kennedy Documented Procedures (KDP's) and local procedures. Strong background in Microsoft Office Products.	Provide procurement support to process assisgned procurement requests for the acquisition of supplies and services up to $24,999 and those from $25,000 up to $500,000 not requiring synopsis. Responsible for ensuring proper training for Junior Buyer positions, managing fluctuating workload effort and distributing work as applicable. Responsible for requesting proper software and access for employees as applicable.
Sr. Contract Specialist	Minimum of a Bachelor's Degree in Business or other related field. At least 10 to 15 years of specialized experience as a Contract Specialist in Government Procurement organization (preferably NASA). Experience in the following Government unique system: SAP	Provide procurement support for the administration of major KSC contracts consistent with the regulatory requirements set forth in the Federal Acquisition Regulation (FAR), the NASA FAR Supplement (NFS), applicable Kennedy Documented Procedures (KDP's) and local procedures. Plan negotiation strategies with negotiation team, and lead negotiations conducted with contractors to develop contract prices and terms. Prepare records of negotiation and contract documents for signature by the Government. Do all preparatory work and preparation of rate and cost adjustments, redirection of effort, coordination of time extension, task orders, incorporation of change orders, issuance of stop work orders, issuance of cure notices, or show cause letters, and all and any contract actions that may arise. Prepare reports, status notes, support contract administration meetings and accomplish all related activities required for effective and efficient contract administration and interfacing with Government technical, program and procurement personnel. Support the creation of contract commitment or obligation documents utilizing Contract Management Module (CMM) and presentation of

		completed documents and supporting files for execution by a NASA Contracting Officer (NCO).

this contract, the equitable adjustment shall be determined pursuant to the procedures of the Changes clause of this contract; provided, that no adjustment shall be made under this Safety and Health clause for any change for which an equitable adjustment is expressly provided under any other clause of the contract.

(d) The Contracting Officer may notify the Contractor in writing of any noncompliance with this clause and specify corrective actions to be taken. In situations where the Contracting Officer becomes aware of noncompliance that may pose a serious or imminent danger to safety and health of the public, astronauts and pilots, the NASA workforce (including Contractor employees working on NASA contracts), or high value mission critical equipment or property, the Contracting Officer shall notify the Contractor orally, with written confirmation. The Contractor shall promptly take and report any necessary corrective action. The Government may pursue appropriate remedies in the event the Contractor fails to promptly take the necessary corrective action.

(e) The Contractor (or subcontractor or supplier) shall insert the substance of this clause, including this paragraph (e) and any applicable Schedule provisions, with appropriate changes of designations of the parties, in subcontracts of every tier that exceed the micro-purchase threshold.

(End of clause)

2.22 1852.223-75 MAJOR BREACH OF SAFETY OR SECURITY. (FEB 2002) -- ALTERNATE I (FEB 2006)

2.23 1852.225-70 EXPORT LICENSES. (FEB 2000)

(b) The Contractor shall be responsible for obtaining export licenses, if required, before utilizing foreign persons in the performance of this contract, including instances where the work is to be performed on-site at Kennedy Space Center, where the foreign person will have access to export-controlled technical data or software.

2.24 1852.228-75 MINIMUM INSURANCE COVERAGE. (OCT 1988)

2.25 1852.237-70 EMERGENCY EVACUATION PROCEDURES. (DEC 1988)

2.26 1852.237-72 ACCESS TO SENSITIVE INFORMATION (JUNE 2005)

2.27 1852.237-73 RELEASE OF SENSITIVE INFORMATION (JUNE 2005)

2.28 1852.242-72 OBSERVANCE OF LEGAL HOLIDAYS. (AUG 1992) ALTERNATE II (OCT 2000)

(a) The on-site Government personnel observe the following holidays:

New Year's Day

Labor Day

Martin Luther King, Jr.'s Birthday

Columbus Day

President's Day

Veterans Day

Memorial Day

Thanksgiving Day

Independence Day

Christmas Day

Any other day designated by Federal statute, Executive order, or the President's proclamation.

(b) When any holiday falls on a Saturday, the preceding Friday is observed. When any holiday falls on a Sunday, the following Monday is observed. Observance of such days by Government personnel shall not by itself be cause for an additional period of performance or entitlement of compensation except as set forth within the contract.

ALTERNATE II (OCT 2000)

(c) When the NASA installation grants administrative leave to its Government employees (e.g., as a result of inclement weather, potentially hazardous conditions, or other special circumstances), Contractor personnel working on-site should also be dismissed. However, the contractor shall provide sufficient on-site personnel to perform round-the-clock requirements of critical work already in process, unless otherwise instructed by the Contracting Officer or authorized representative.
(d) Whenever administrative leave is granted to Contractor personnel pursuant to paragraph (c), the salaries and wages paid by the Contractor for the period of any such excused absence may be a billable item under this contract only for regularly employed, on-site, full-time or part-time employees scheduled to work during the granted administrative leave if approved by the Contracting Officer. The billable amount shall be limited to the regular hourly rates identified in Contract Table 1.3.1, Billable Rate Schedule.

2.29 1852.245-71 INSTALLATION-ACCOUNTABLE GOVERNMENT PROPERTY. (DEVIATION) (SEP 2007)

(a) The Government property described in paragraph (c) of this clause may be made available to the Contractor on a no-charge basis for use in performance of this contract. This property shall be utilized only within the physical confines of the NASA installation that provided the property unless authorized by the contracting officer under (b)(1)(iv). Under this clause, the Government retains accountability for, and title to, the property, and the Contractor shall comply with the following:

NASA Procedural Requirements (NPR) 4100.1, NASA Materials Inventory Management Manual

(a) This contract is issued as a direct award between the contracting activity and the 8(a) contractor pursuant to a Memorandum of Understanding between the Small Business Administration (SBA) and the National Aeronautics and Space Administration. Accordingly, the SBA is not a party to this contract. SBA does retain responsibility for 8(a) certification, 8(a) eligibility determinations and related issues, and providing counseling and assistance to the 8(a) contractor under the 8(a) program. The cognizant SBA district office is:
U.S. Small Business Administration
South Florida District Office
100 South Biscayne Boulevard, 7th Floor
Miami, FL 33131-2011
(b) The contracting activity is responsible for administering the contract and taking any action on behalf of the Government under the terms and conditions of the contract; provided, however, that the contracting activity shall give advance notice to the SBA before it issues a final notice terminating performance, either in whole or in part, under the contract. The contracting activity shall also coordinate with the SBA prior to processing any novation agreement. The contracting activity may assign contract administration functions to a contract administration office.
(c) The contractor agrees --

(1) To notify the Contracting Officer, simultaneous with its notification to SBA (as required by SBA's 8(a) regulations), when the owner or owners upon whom 8(a) eligibility is based plan to relinquish ownership or control of the concern. Consistent with Section 407 of Public Law 100-656, transfer of ownership or control shall result in termination of the contract for convenience, unless SBA waives the requirement for termination prior to the actual relinquishing of ownership and control; and

(2) It will not subcontract the performance of any of the requirements of this contract without the prior written approval of the SBA and the Contracting Officer.
(End of clause)

2.33 RESERVED

2.34 KSC 52.242-90 CONTROLS APPLICABLE TO CONTRACTOR'S ACTIVITIES (OCT 2007)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE 1 OF PAGES 2

2. AMENDMENT/MODIFICATION NO.: 000006

3. EFFECTIVE DATE: See Block 16C

4. REQUISITION/PURCHASE REQ. NO.

5. PROJECT NO. (If applicable)

6. ISSUED BY CODE KSC

NASA/John F. Kennedy Space Center
Office of Procurement
MAIL CODE OP-OS
KENNEDY SPACE CENTER FL 32899

7. ADMINISTERED BY (If other than Item 6) CODE KSC

NASA/Kennedy Space Center
Office of Procurement
MAIL CODE OP-OS
KENNEDY SPACE CENTER FL 32899

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

REDE CRITIQUE A JOINT VENTURE
10001 LAKE FOREST BLVD STE 200
NEW ORLEANS LA 70127-5240

CODE 3YHS3 FACILITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

x 10A. MODIFICATION OF CONTRACT/ORDER NO. NNK08OP06B

10B. DATED (SEE ITEM 13) 03/14/2008

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	
	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) In accordance with Section 2.9 of the contract (reference FAR 52.217-9)

E. IMPORTANT: Contractor ☒ is not. ☐ is required to sign this document and return 0 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this unilateral modification is to exercise Option Period 1 for the period 10/01/2008 through 09/30/2009. The expiration date of the contract is changed to read September 30, 2009. Replace page 27, which reflects this change and is hereby attached and made a part of this contract.

The contract ceiling is thereby increased (reference block 28, SF 1449, award document)

from NTE $ 5,000,000.00
by NTE $10,000,000.00
to NTE $15,000,000.00

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print): Tara S. Miller / Program Mgr

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print): Marco Pochy

15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)

15C. DATE SIGNED 8/28/08

16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)

16C. DATE SIGNED 8/28/08

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(1) Office space, work area space, and utilities. Government telephones are available for official purposes only.

(2) Office furniture.

(3) Computers with e-mail capability and access to the Internet, facsimile and photocopier machines.

(i) If the Contractor acquires property, title to which vests in the Government pursuant to other provisions of this contract, this property also shall become accountable to the Government upon its entry into Government records.

(ii) The Contractor shall not bring to the installation for use under this contract any property owned or leased by the Contractor, or other property that the Contractor is accountable for under any other Government contract, without the Contracting Officer's prior written approval.

(4) Supplies from stores stock.

(5) Publications and blank forms stocked by the installation.

(6) Safety and fire protection for Contractor personnel and facilities.

(7) Installation service facilities: None.

(8) Medical treatment of a first-aid nature for Contractor personnel injuries or illnesses sustained during on-site duty.

(9) Cafeteria privileges for Contractor employees during normal operating hours.

(10) Building maintenance for facilities occupied by Contractor personnel.

(11) Moving and hauling for office moves, movement of large equipment, and delivery of supplies. Moving services may be provided on-site, as approved by the Contracting Officer.

(End of clause)

2.30 PERIOD OF PERFORMANCE

The period of performance of this contract is from 3/1/08 to 9/30/09

(End of clause)

2.31 PLACE OF PERFORMANCE - SERVICES

The services to be performed under this contact shall be performed at the following location(s): NASA John F. Kennedy Space Center; Cape Canaveral Air Force Station; Patrick Air Force Base, FL. And any other location authorized by the Contracting Officer.

(End of clause)

2.32 52.219-11 SPECIAL 8(A) CONTRACT CONDITIONS (FEB 1990)(DEVIATION)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE 1 OF PAGES 1

2. AMENDMENT/MODIFICATION NO. 7

3. EFFECTIVE DATE 08/29/2008

4. REQUISITION/PURCHASE REQ. NO.

5. PROJECT NO. (If applicable)

6. ISSUED BY CODE KSC

NASA/John F. Kennedy Space Center
Office of Procurement
MAIL CODE OP-OS
KENNEDY SPACE CENTER FL 32899

7. ADMINISTERED BY (If other than Item 6) CODE KSC

NASA/Kennedy Space Center
Office of Procurement
MAIL CODE OP-OS
KENNEDY SPACE CENTER FL 32899

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

REDE CRITIQUE A JOINT VENTURE
10001 LAKE FOREST BLVD STE 200
NEW ORLEANS LA 70127-5240

CODE 3YHS3 FACILITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

x 10A. MODIFICATION OF CONTRACT/ORDER NO. NNK08OP06B

10B. DATED (SEE ITEM 13) 03/14/2008

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	
	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Mutual Agreement of the Parties.

E. IMPORTANT: Contractor ☐ is not. ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this modification is to:

1. Incorporated the revised contract table 1.3.1 titled "Billable Rate Schedule" as replacement page 7 of the contract which includes six new labor categories as indicated by the change bars. (Reference ReDe's proposals dated August 26th & August 28th)

2. The six new labor categories are attached and are hereby incorporated in "Attachment 3, Position Descriptions" as pages 26 thru 28.

All other terms and conditions herein remain unchanged.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Tara S. Miller / Program Mgr

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Karen M. Griffin

15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)

15C. DATE SIGNED 8/29/08

16B. UNITED STATES OF AMERICA Karen M. Griffin (Signature of Contracting Officer)

16C. DATE SIGNED 8/29/08

NSN 7540-01-152-8070
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Contract Table 1.3.1
Billable Rate Schedule

Labor Category	Base Period		Option 1		Option 2		Option 3		Option 4	
	Hourly Rate	Overtime Rate*	Hourly Rate	Overtime Rate*	Hourly Rate	Overtime Rate*	Hourly Rate	Overtime Rate*	Hourly Rate	Overtime Rate*
Subject to Service Contract Act:										
Accounting Clerk I										
Accounting Clerk II										
Accounting Clerk III										
Administrative Assistant										
Computer Based Training (CBT) Specialist/Instructor										
Computer Systems Analyst I										
Computer Systems Analyst II										
Computer Systems Analyst III										
General Clerk I										
General Clerk II										
General Clerk III										
Personnel Assistant I										
Personnel Assistant II										
Personnel Assistant III										
Secretary I										
Secretary II										
Secretary III										
Exempt from Service Contract Act:										
Accountant I										
Accountant II										
Accountant III										
Business Management Specialist										
HR Assistant										
HR Operations Assistant										
Project Management and Change Management Consultant										
SAP Consultant										
Information Technology Specialist										
Sr. Internal Controls Support										
Logistics Specialist										
Procurement Analyst										
Procurement Business Systems Support I (PBSS I)										
Procurement Business Systems Support II (PBSS II)										
Procurement Specialist										
Program Analyst I (E)										
Program Analyst II (E)										
Program Manager (E)										
Records Management Specialist										
Resource Analyst I										
Senior Accountant										
Senior IT Support Specialist										
Senior Resourse Analyst										
Senior Resourse Analyst Lead										
Training Assistant (Admin Support)										
Training Coordinator										
Training Instructor										
Training Instructor Lead										
Training Specialist (Admin Support)										
Training Specialist (Computer Support)										
Training Specialist Lead										
Workforce Data Analyst										
Sr. Workforce Data Analyst										
Buyer										
Senior Buyer										
Sr. Contract Specialist (Consultant)										
Resource Analyst II										
Resource Analyst III										
IT Security Program Analyst I										
Privacy Act Management Specialist										
Senior Information Technologist										
Senior IT Audit & Assessment Spec										

* The contractor shall submit a request for approval of overtime to the Contracting Officer prior to any overtime worked.

		completed documents and supporting files for execution by a NASA Contracting Officer (NCO).
Resource Analyst II	Undergraduate Degree or equivalent professional experience. At least 3 years of specialized experience as a Resource Analyst.	Analyze and interpret data for management and technical users; Support database development and maintenance with emphasis on data input, query, and report generation capabilities used in the presentation of the project's budget, changes and funding; Develop and maintain integrated schedules for the various development projects; Prepare cost analysis for the contract project elements; Support the Program Planning & Budget Execution process; Develop monthly variance and trend analysis; Analyze and interpret financial data, contract funding and changes, and provide weekly status; Assist in the monthly cost reporting and funding process; Provide data for the award fee input; Provide monthly tracking and aging reports of open contract changes; Provides senior level management with reports and other such data for review and decision making.
Resource Analyst III	Undergraduate degree or equivalent professional experience. At least 5 years of specialized experience as a Resource Analyst.	Analyze and interpret data for management and technical users; Support database development and maintenance with emphasis on data input, query, and report generation capabilities used in the presentation of the projects' budget, changes and funding; Develop and maintain integrated schedules for the various development projects; Prepare cost analysis for the contract project elements; Support the Program Planning & Budget Execution process; Develop monthly variance and trend analysis; Analyze and interpret financial data, contract funding and changes, and provide weekly status; Assist in the monthly cost reporting and funding process; Provide data for the award fee input; Provide monthly tracking and aging reports of open contract changes; Provides senior level management with reports and other such data for review and decision making; Identifies area of concern and trends using advanced analytical capabilities.
IT Security Program Analyst I	Bachelor's Degree in a business discipline. Working knowledge of the Federal and Agency IT Security Management Frameworks, OCIO official	Provide support to the KSC IT Security Office in the following areas: Action Tracking and Reporting, including the recurring IT Security metrics.

	action and metric tracking and reporting processes, and NASA and KSC budget actions and processes.	Budget Analysis, including PPBE, CPIC, and procurement. Alternate Privacy Act support. Records Management related activities/actions. Review, implement and develop IT Security policies, procedures, and processes. Support the certification and accreditation (C&A) preparation & assessment processes.
Privacy Act Management Specialist	Master's degree in technical/engineering discipline and a current recognized certification in Information Technology/IT Security related field. Strong working knowledge in IT Security Management and Federal Government Privacy Act Requirements.	Provide Privacy Act related support to the Kennedy Space Center. Reviews/implements, and develops Privacy Act related policies, processes, and directives. Assists the KSC Privacy Act Manager and the IT Security Manager in properly responding to Privacy Act actions, Personally Identifiable Information reduction, and other metrics and actions issued by the OCIO and OMB. Understanding and accurate interpretation of the following NASA policies and procedures: NPR 2810.1 Security of Information Technology NPR 1600.1 Security Program Procedural Requirements 14 CFR 1212 NASA Privacy Act Regulations NPD 1382.17G NASA Privacy Policies NPR 1382.1 NASA Privacy Procedural Requirements NITR 1382-1 PII Breach Response Policy NITR 1382-2 Rules and Consequences Relative to Safeguarding PII ITS-Plan-138211 Review & Reduction of PII and SSN ITS-SOP-0046 NASA Procedures for Review & Reduction of PII.
Senior Information Technologist	Bachelor's or Master's Degree with a minimum of 15 years specialized experience in the field of Information Technology (IT). Requires extensive knowledge and expertise of the Federal Budgeting process per Clinger -Cohen Act of 1996: OMB Circular A-11; OMB Exhibits 300/53; and development of IT investments, IT policy and investment control. Familiarity with the NASA Chief Information Office (CIO) organizational structure is required.	Provide direct support to the IT Business Office in the areas of: Budget Formulation/Execution, IT Investment Portfolio Development, IT Master Planning, Enterprise Management Initiative, Capital Planning and Investment Control. Policy Formulation/Compliance: IT Business Solutions and Data Management to support IT research, Policy development and data calls (e.g. Export Control, Software Release Authority, Section 508, Enterprise Architecture, etc.). IT Project Management: Ongoing business support to facilitate various CIO Initiatives (i.e. IT Governance, HSPD-12, MFR 137, etc.) IT Integration/Coordination: Support of various IT managed panels, boards and committees.

Senior Information Technology Audit & Assessment Specialist	Bachelor's Degree in technical/engineering discipline and a current recognized certification in Information Technology/IT Security related field. Experience with FISMA and NIST SP guidelines, IT Security System Management life cycle	Provides support in all phases of the IT System Plan certification and accreditation (C&A) process. The candidate shall apply NASA standard operating procedures (SOP) and NIST guidelines to assist KSC system owners to prepare for the C&A process, including achieving the Authorization-To-Operate approval. Provide independent technical assessment and support of IT security audits and investigations. The position requires understanding and accurate interpretation of NPR 2810.1, NPR 1600.1, and their supporting Standard Operating Procedures, as well as NIST Special Publication (SP) 800 series.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE		PAGE 1 OF PAGES 2	
2. AMENDMENT/MODIFICATION NO. 8	3. EFFECTIVE DATE 09/10/2008	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
6. ISSUED BY CODE KSC NASA/John F. Kennedy Space Center Office of Procurement MAIL CODE OP-OS KENNEDY SPACE CENTER FL 32899		7. ADMINISTERED BY (If other than Item 6) CODE KSC NASA/Kennedy Space Center Office of Procurement MAIL CODE OP-OS KENNEDY SPACE CENTER FL 32899	

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

REDE CRITIQUE A JOINT VENTURE
10001 LAKE FOREST BLVD STE 200
NEW ORLEANS LA 70127-5240

CODE 3YHS3 FACILITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

x 10A. MODIFICATION OF CONTRACT/ORDER NO. NNK08OP06B

10B. DATED (SEE ITEM 13) 03/14/2008

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	
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	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Mutual Agreement of the Parties.

E. IMPORTANT: Contractor ☐ is not. ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this modification is to:

1. Revises the Contract Table of Contents, page 3 and 4 as indicated by change bars to reflect the above changes and to correct typographical error in 2.33.

2. Incorporate the revised Contract Table 1.3.1 titled "Billable Rate Schedule" as replacement page 7 of the contract to incorporate new position descriptions (Workforce Data Analyst and Senior Workforce Data Analyst)-(Reference ReDe's proposal dated June 23, 2008).

3. Contract Article 2.10.1, page 16, FAR Clause 52.224-1 Privacy Act Notification. (APR 1984) is hereby incorporated by reference.

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Tracy S. Miller / Program Mgr		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Karen M. Griffin	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED 9/12/08	16B. UNITED STATES OF AMERICA Karen M. Griffin (Signature of Contracting Officer)	16C. DATE SIGNED 9/12/08

NSN 7540-01-152-8070
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED NNK08OP06B/8	PAGE 2 OF 2

NAME OF OFFEROR OR CONTRACTOR
REDE CRITIQUE A JOINT VENTURE

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	4. Contract Article 2.10.2, page 16, FAR Clause 52.224-2 Privacy Act (APR 1984) is hereby incorporated by reference. 5. Contract Article 2.21.1, page 25, KSC Clause 1852.223-74 Drug and Alcohol Free Workforce (MAR 1996) (DEVIATION) is hereby incorporated full text and adds slip pages 25 thru 25.3. 6. Correct typographical errors in Attachment 3, Position Descriptions as follows: a) Page 9 of the attachment - Business Management Support should be Business Management Specialist. b) Page 23 of the attachment Senior Resource Analyst - Should be Senior Resource Analyst Lead (the word Lead inadvertently omitted) c) Incorporate Workforce Data Analyst & Senior Workforce Data Analyst. All other terms and conditions herein remain unchanged.				

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Contract Table 1.3.1
Billable Rate Schedule

Labor Category	Base Period		Option 1		Option 2		Optipn 3		Option 4	
	Hourly Rate	Overtime Rate*	Hourly Rate	Overtime Rate*	Hourly Rate	Overtime Rate*	Hourly Rate	Overtime Rate*	Hourly Rate	Overtime Rate*
Subject to Service Contract Act:										
Accounting Clerk I										
Accounting Clerk II										
Accounting Clerk III										
Administrative Assistant										
Computer Based Training (CBT) Specialist/Instructor										
Computer Systems Analyst I										
Computer Systems Analyst II										
Computer Systems Analyst III										
General Clerk I										
General Clerk II										
General Clerk III										
Personnel Assistant I										
Personnel Assistant II										
Personnel Assistant III										
Secretary I										
Secretary II										
Secretary III										
Exempt from Service Contract Act:										
Accountant I										
Accountant II										
Accountant III										
Business Management Specialist										
HR Assistant										
HR Operations Assistant										
Project Management and Change Management Consultant										
SAP Consultant										
Information Technology Specialist										
Sr. Internal Controls Support										
Logistics Specialist										
Procurement Analyst										
Procurement Business Systems Support I (PBSS I)										
Procurement Business Systems Support II (PBSS II)										
Procurement Specialist										
Program Analyst I (E)										
Program Analyst II (E)										
Program Manager (E)										
Records Management Specialist										
Resource Analyst I										
Senior Accountant										
Senior IT Support Specialist										
Senior Resourse Analyst										
Senior Resourse Analyst Lead										
Training Assistant (Admin Support)										
Training Coordinator										
Training Instructor										
Training Instructor Lead										
Training Manager										
Training Specialist (Admin Support)										
Training Specialist (Computer Support)										
Training Specialist Lead										
Workforce Data Analyst										
Sr. Workforce Data Analyst										
Buyer										
Senior Buyer										
Sr. Contract Specialist (Consultant)										
Resource Analyst II										
Resource Analyst III										
IT Security Program Analyst I										
Privacy Act Management Specialist										
Senior Information Technologist										
Senior IT Audit & Assessment Spec										

* The contractor shall submit a request for approval of overtime to the Contracting Officer prior to any overtime worked.

of the contract to include this clause, if the novation agreement was executed prior to inclusion of this clause in the contract.

(2) Within 30 days after a merger or acquisition that does not require a novation or within 30 days after modification of the contract to include this clause, if the merger or acquisition occurred prior to inclusion of this clause in the contract.

(3) For long-term contracts -

(i) Within 60 to 120 days prior to the end of the fifth year of the contract; and

(ii) Within 60 to 120 days prior to the exercise date specified in the contract for any option thereafter.

(c) The Contractor shall represent its size status in accordance with the size standard in effect at the time of this representation that corresponds to the North American Industry Classification System (NAICS) code assigned to this contract. The small business size standard corresponding to this NAICS code can be found at *http://www.sba.gov/ services/contractingopportunities/ sizestandardstopics/.*

(d) The small business size standard for a Contractor providing a product which it does not manufacture itself, for a contract other than a construction or service contract, is 500 employees.

(e) Except as provided in paragraph (g) of this clause, the Contractor shall make the representation required by paragraph (b) of this clause by validating or updating all its representations in the Online Representations and Certifications Application and its data in the Central Contractor Registration, as necessary, to ensure they reflect current status. The Contractor shall notify the contracting office by e-mail, or otherwise in writing, that the data have been validated or updated, and provide the date of the validation or update.

(f) If the Contractor represented that it was other than a small business concern prior to award of this contract, the Contractor may, but is not required to, take the actions required by paragraphs (e) or (g) of this clause.

(g) If the Contractor does not have representations and certifications in ORCA, or does not have a representation in ORCA for the NAICS code applicable to this contract, the Contractor is required to complete the following representation and submit it to the contracting office, along with the contract number and the date on which the representation was completed:

The Contractor represents that it ____ is, ____ is not a small business concern under NAICS Code _____ assigned to contract number _____. (*Contractor to sign and date and insert authorized signer's name and title).*

(End of clause)

2.10.1 52.224-1 PRIVACY ACT NOTIFICATION. (APR 1984)

2.10.2 52.224-2 PRIVACY ACT. (APR 1984)

2.11 52.228-5 INSURANCE - WORK ON A GOVERNMENT INSTALLATION. (JAN 1997)

2.11.1 52.232-7 PAYMENTS UNDER TIME-AND-MATERIALS AND LABOR HOUR CONTRACTS. – ALTERNATE 1(FEB 2007)

this contract, the equitable adjustment shall be determined pursuant to the procedures of the Changes clause of this contract; provided, that no adjustment shall be made under this Safety and Health clause for any change for which an equitable adjustment is expressly provided under any other clause of the contract.

(d) The Contracting Officer may notify the Contractor in writing of any noncompliance with this clause and specify corrective actions to be taken. In situations where the Contracting Officer becomes aware of noncompliance that may pose a serious or imminent danger to safety and health of the public, astronauts and pilots, the NASA workforce (including Contractor employees working on NASA contracts), or high value mission critical equipment or property, the Contracting Officer shall notify the Contractor orally, with written confirmation. The Contractor shall promptly take and report any necessary corrective action. The Government may pursue appropriate remedies in the event the Contractor fails to promptly take the necessary corrective action.

(e) The Contractor (or subcontractor or supplier) shall insert the substance of this clause, including this paragraph (e) and any applicable Schedule provisions, with appropriate changes, of designations of the parties, in subcontracts of every tier that exceed the micro-purchase threshold.

(End of clause)

2.21.1 1852.223-74 DRUG AND ALCOHOL FREE WORKFORCE (1852.223-74) (MAR 1996) (DEVIATION)

(a) Definitions. As used in this clause the terms "employee," "controlled substance," "employee in a sensitive position," and "use, in violation of applicable law or Federal regulation, of alcohol" are as defined in 48 CFR 1823.570-2.

(b)(1) The Contractor shall institute and maintain a program for achieving a drug-and alcohol-free workforce. As a minimum, the program shall provide for preemployment, reasonable suspicion, random, post-accident, and periodic recurring (follow-up) testing of contractor employees in sensitive positions for use, in violation of applicable law or Federal regulation, of alcohol or a controlled substance. The Contractor may establish its testing or rehabilitation program in cooperation with other contractors or organizations.

(2) In determining which positions to designate as "sensitive," the contractor will use the NASA Procedural Requirements (NPR) 3792.1B (July 29, 2006), Appendices A and B on "Testing Designated Positions" (TDPs) for federal employees, as a guide for the criteria and in designating "sensitive" positions for contractor employees.

(3) This clause neither prohibits nor requires the Contractor to test employees in a foreign country. If the Contractor chooses to conduct such testing, this clause does not authorize the Contractor to violate foreign law in conducting such testing.

(4) The contractor's program shall test for the use of phencyclidine (PCP), amphetamines, opiates, marijuana, cocaine, and alcohol. The Contractor's program may test for the use of other controlled substances. For example, the contractor may adopt and implement a more expansive drug- and alcohol-free workplace policy and testing program permitted under federal or state law (*e.g.*, Florida Statutes §§ 440.101 *et seq.*) or other authority.

(5) The contractor shall employ post-accident testing for all employees in sensitive positions

performing work on a NASA facility for phencyclidine (PCP), amphetamines, opiates, marijuana, cocaine, and alcohol. Post-accident testing shall be conducted when the Contractor determines the employee's actions are reasonably suspected of having caused or contributed to an accident resulting in death or personal injury requiring immediate hospitalization or damage to Government or private property estimated to exceed $10,000.

(6) The Contractor's program shall conform to the "Mandatory Guidelines for Federal Workplace Drug Testing Programs" published by the Department of Health and Human Services (59 FR 29908, June 9, 1994) and the procedures in 49 CFR part 40, "Procedures for Transportation Workplace Drug Testing Programs," in which references to "DOT" shall be read as "NASA", and the split sample method of collection shall be used.

(c)(1) The Contractor's program shall provide, where appropriate, for the suspension, disqualification, or dismissal of any employee in a sensitive position in any instance where a test conducted and confirmed under the Contractor's program indicates that such individual has used, in violation of applicable law or Federal regulation, alcohol or a controlled substance.

(2) The Contractor's program shall further prohibit any such individual from working in a sensitive position on a NASA contract, unless such individual has completed a program of rehabilitation described in paragraph (d) of this clause.

(3) The Contractor's program shall further prohibit any such individual from working in any sensitive position on a NASA contract if the individual is determined under the Contractor's program to have used, in violation of applicable law or Federal regulation, alcohol or a controlled substance and the individual meets any of the following criteria:

(i) The individual had undertaken or completed a rehabilitation program described in paragraph (d) of this clause prior to such use;

(ii) Following such determination, the individual refuses to undertake such a rehabilitation program;

(iii) Following such determination, the individual fails to complete such a rehabilitation program; or
(iv) The individual used a controlled substance or alcohol while on duty.

(d) The Contractor shall institute and maintain an appropriate rehabilitation program which shall, as a minimum, provide for the identification and opportunity for treatment of employees whose duties include responsibility for safety-sensitive, security, or National security functions who are in need of assistance in resolving problems with the use of alcohol or controlled substances.

(e) The requirements of this clause shall take precedence over any state or local Government laws, rules, regulations, ordinances, standards, or orders that are inconsistent with the requirements of this clause.

(f) For any collective bargaining agreement, the Contractor will negotiate the terms of its program with employee representatives, as appropriate, under labor relations laws or negotiated agreements. Such negotiation, however, cannot change the requirements of this clause. Employees covered under collective bargaining agreements will not be subject to the requirements of this clause until those agreements have been modified, as necessary; provided, however, that if one year after commencement of negotiation the parties have failed to reach

agreement, an impasse will be determined to have been reached and the Contractor will unilaterally implement the requirements of this clause.

(g) The Contractor shall insert a clause containing all the terms of this clause, including this paragraph (g), in all subcontracts in which work is performed by an employee in a sensitive position, except subcontracts for commercial items (see FAR Parts 2 and 12).

End of Clause

2.22 1852.223-75 MAJOR BREACH OF SAFETY OR SECURITY. (FEB 2002) – ALTERNATE I (FEB 2006)

2.23 1852.225-70 EXPORT LICENSES. (FEB 2000)

(b) The Contractor shall be responsible for obtaining export licenses, if required, before utilizing foreign persons in the performance of this contract, including instances where the work is to be performed on-site at Kennedy Space Center, where the foreign person will have access to export-controlled technical data or software.

2.24 1852.228-75 MINIMUM INSURANCE COVERAGE. (OCT 1988)

2.25 1852.237-70 EMERGENCY EVACUATION PROCEDURES. (DEC 1988)

2.26 1852.237-72 ACCESS TO SENSITIVE INFORMATION (JUNE 2005)

2.27 1852.237-73 RELEASE OF SENSITIVE INFORMATION (JUNE 2005)

2.28 1852.242-72 OBSERVANCE OF LEGAL HOLIDAYS. (AUG 1992) ALTERNATE II (OCT 2000)

(a) The on-site Government personnel observe the following holidays:

New Year's Day

Labor Day

Martin Luther King, Jr.'s Birthday

Columbus Day

President's Day

Veterans Day

Memorial Day

Thanksgiving Day

Independence Day

Christmas Day

Any other day designated by Federal statute, Executive order, or the President's proclamation.

(b) When any holiday falls on a Saturday, the preceding Friday is observed. When any holiday falls on a Sunday, the following Monday is observed. Observance of such days by Government personnel shall not by itself be cause for an additional period of performance or entitlement of compensation except as set forth within the contract.

ALTERNATE II (OCT 2000)

(c) When the NASA installation grants administrative leave to its Government employees (e.g., as a result of inclement weather, potentially hazardous conditions, or other special circumstances), Contractor personnel working on-site should also be dismissed. However, the contractor shall provide sufficient on-site personnel to perform round-the-clock requirements of critical work already in process, unless otherwise instructed by the Contracting Officer or authorized representative.

(d) Whenever administrative leave is granted to Contractor personnel pursuant to paragraph (c), the salaries and wages paid by the Contractor for the period of any such excused absence may be a billable item under this contract only for regularly employed, on-site, full-time or part-time employees scheduled to work during the granted administrative leave if approved by the Contracting Officer. The billable amount shall be limited to the regular hourly rates identified in Contract Table 1.3.1, Billable Rate Schedule.

2.29 1852.245-71 INSTALLATION-ACCOUNTABLE GOVERNMENT PROPERTY. (DEVIATION) (SEP 2007)

(a) The Government property described in paragraph (c) of this clause may be made available to the Contractor on a no-charge basis for use in performance of this contract. This property shall be utilized only within the physical confines of the NASA installation that provided the property unless authorized by the contracting officer under (b)(1)(iv). Under this clause, the Government retains accountability for, and title to, the property, and the Contractor shall comply with the following:

NASA Procedural Requirements (NPR) 4100.1, NASA Materials Inventory Management Manual

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE		PAGE OF PAGES	
		1	1
2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
9	09/22/2008		

6. ISSUED BY CODE KSC

NASA/John F. Kennedy Space Center
Office of Procurement
MAIL CODE OP-OS
KENNEDY SPACE CENTER FL 32899

7. ADMINISTERED BY (If other than Item 6) CODE KSC

NASA/Kennedy Space Center
Office of Procurement
MAIL CODE OP-OS
KENNEDY SPACE CENTER FL 32899

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

REDE CRITIQUE A JOINT VENTURE
10001 LAKE FOREST BLVD STE 200
NEW ORLEANS LA 70127-5240

CODE 3YHS3 FACILITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

x 10A. MODIFICATION OF CONTRACT/ORDER NO. NNK08OP06B

10B. DATED (SEE ITEM 13) 03/14/2008

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	
	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Mutual Agreement of the Parties.

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this modification is to:

1. Incorporated the revised contract table 1.3.1 titled "Billable Rate Schedule" as replacement page 7, of the contract which includes three new labor categories as indicated by the change bars.(Reference ReDe's proposals dated September 9, 2008 & September 15, 2008). Adds slip page 7.1.

2. The three new labor categories are attached and are hereby incorporated in "Attachment 3, Position Descriptions" as pages 30 thru 32.

All other terms and conditions herein remain unchanged.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
Tara S. Miller / Program Manager		Karen M. Griffin	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED 9/22/08	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer) Karen M. Griffin	16C. DATE SIGNED 9/22/08

NSN 7540-01-152-8070
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

Contract Table 1.3.1
Billable Rate Schedule

Labor Category	Base Period		Option 1		Option 2		Optipn 3		Option 4	
	Hourly Rate	Overtime Rate*	Hourly Rate	Overtime Rate*	Hourly Rate	Overtime Rate*	Hourly Rate	Overtime Rate*	Hourly Rate	Overtime Rate*
Subject to Service Contract Act:										
Accounting Clerk I										
Accounting Clerk II										
Accounting Clerk III										
Administrative Assistant										
Computer Based Training (CBT) Specialist/Instructor										
Computer Systems Analyst I										
Computer Systems Analyst II										
Computer Systems Analyst III										
General Clerk I										
General Clerk II										
General Clerk III										
Personnel Assistant I										
Personnel Assistant II										
Personnel Assistant III										
Secretary I										
Secretary II										
Secretary III										
Exempt from Service Contract Act:										
Accountant I										
Accountant II										
Accountant III										
Business Management Specialist										
HR Assistant										
HR Operations Assistant										
Project Management and Change Management Consultant										
SAP Consultant										
Information Technology Specialist										
Sr. Internal Controls Support										
Logistics Specialist										
Procurement Analyst										
Procurement Business Systems Support I (PBSS I)										
Procurement Business Systems Support II (PBSS II)										
Procurement Specialist										
Program Analyst I (E)										
Program Analyst II (E)										
Program Manager (E)										
Records Management Specialist										
Resource Analyst I										
Senior Accountant										
Senior IT Support Specialist										
Senior Resourse Analyst										
Senior Resourse Analyst Lead										
Training Assistant (Admin Support)										
Training Coordinator										
Training Instructor										
Training Instructor Lead										
Training Manager										
Training Specialist (Admin Support)										
Training Specialist (Computer Support)										
Training Specialist Lead										
Workforce Data Analyst										
Sr. Workforce Data Analyst										
Buyer										
Senior Buyer										
Sr. Contract Specialist (Consultant)										
Resource Analyst II										
Resource Analyst III										
IT Security Program Analyst I										
Privacy Act Management Specialist										
Senior Information Technologist										
Senior IT Audit & Assessment Spec										

Continued

Labor Category	Base Period		Option 1		Option 2		Optipn 3		Option 4	
	Hourly Rate	Overtime Rate*	Hourly Rate	Overtime Rate*	Hourly Rate	Overtime Rate*	Hourly Rate	Overtime Rate*	Hourly Rate	Overtime Rate*
Exempt from Service Contract Act:										
Sr. Cont. Mgmnt. & Prog. Analysis Spec.	-	-								
Aviation Safety & Airfield Operation										
Enterprise Architecture Support										

* The contractor shall submit a request for approval of overtime to the Contracting Officer prior to any overtime worked.

ATTACHMENT 3

POSITION DESCRIPTIONS

Pages 1- 32

Labor Category	Qualifications	Position Description
Subject to Service Contract Act:		
ACCOUNTING CLERK I	High School diploma or equivalent of 0-1 year of experience	This position is responsible for performing one or more routine accounting clerical operations such as: examining, verifying, and correcting various accounting documents to ensure completeness and accuracy of data in accordance to accounting procedures. Specific tasks/duties are assigned under adequate supervision. Entry-level reconciliation and posting will be assigned under detailed guidance. In most instances, an employee in this position will rely on the supervisors' instructions. Completed work will be reviewed for accuracy and compliance with procedures.
ACCOUNTING CLERK II	A high school diploma and 1-2 years of experience in the field or related area	This position uses knowledge of double entry bookkeeping in performing one or more of the following: posting actions to journals, identifying subsidiary accounts affected, making debit and credit entries, and assigning proper codes. The Accounting Clerk II may review computer printouts against manually maintained journals, detect and correct erroneous postings, and prepare documents to adjust accounting classifications and other data, or review lists of transactions rejected by an automated system. In this instance, the Accounting Clerk II will determine reasons for rejections, and prepare necessary correcting material. On routine assignments, an employee will select and apply established procedures and techniques. Detailed instructions are provided for difficult or unusual assignments. Completed work and methods used, are reviewed for technical accuracy.
ACCOUNTING CLERK III	A high school diploma and 2-3 years of experience in the field or related area	The Accounting Clerk III maintains journals or subsidiary ledgers of an accounting system and balances and reconciles accounts. Typical duties include one or both of the following: 1.) reviewing invoices and statements verifying information, ensuring sufficient funds have been obligated, and if questionable, resolving with the submitting unit determining accounts involved. The review will include coding transactions, and processing material through data processing for application in the accounting system; 2.) analysis and reconciliation of computer printouts with operating unit reports (contacting units, researching causes of discrepancies, and taking action to ensure that accounts balance). Supervisor provides suggestions for handling unusual or non-recurring transactions. Conformance with requirements and technical soundness of completed work are reviewed by the supervisor, or are controlled by mechanisms built into the accounting processes.

ADMINISTRATIVE ASSISTANT	High school diploma and 2 years experience	In addition to secretarial duties (filing, taking phone calls, scheduling appointments, making travel arrangements), this position will provide administrative support to executive staff with office management responsibilities to include budgeting, personnel records and payroll. The Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.
COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR	Bachelor's degree and experience in all aspects of instruction design, facilitation/training, communications (oral and written), word processing or desktop publishing, project management, and e-learning	The Computer Based Training Specialist works with courseware production team to design, develop, revise and validate interactive computer based courseware. This specialist uses specialized computer software and/or hardware to develop, integrate and edit instructional text, audio, graphics, animation and video for interactive presentations. This person also uses appropriate programming/branching logic and screen layout and remediation/feedback techniques. The Worker also implements quality control and review and revision procedures throughout the courseware development process.
COMPUTER SYSTEMS ANALYST I	Bachelor's degree and two years of experience in systems analysis or engineering	At this level, initial assignments are designed to expand practical experience in applying systems analysis techniques and procedures. This Analyst provides several phases of the required systems analysis where the nature of the system is predetermined, uses established fact-finding approaches, knowledge of pertinent work processes and procedures, and familiarity with related computer programming practices, system software, and computer equipment.
		This Worker carries out fact finding and analyses as assigned, (usually of a single activity or a routine problem); applies established procedures where the nature of the system, feasibility, computer equipment and programming language have already been decided; may assist a higher level systems analyst by preparing the detailed specifications required by computer programmers from information developed by the higher level analyst, and may research routine user problems and solve them by modifying the existing system when the solutions follow clear precedents. When cost and deadline estimates are required, results receive closer review.

		The supervisor defines objectives, priorities, and deadlines. Incumbents work independently; adapt guides to specific situations; resolve problems and deviations according to established practices; and obtain advice where precedents are unclear or not available. Completed work is reviewed for conformance to requirements, timeliness, and efficiency. This position may supervise technicians and others who assist in specific assignments. Work at a level above this is deemed Supervisory or Individual Contributor.
COMPUTER SYSTEMS ANALYST II	Bachelor's degree and three years of experience in systems analysis or engineering	This Analyst applies systems analysis and design skills in an area such as a record keeping or scientific operation. A system of several varied sequences or formats is usually developed, e.g. the analyst develops systems for maintaining depositor accounts in a bank, maintaining accounts receivable in a retail establishment, maintaining inventory accounts in a manufacturing or wholesale establishment, or processing a limited problem in a scientific project. This position requires competence in most phases of system analysis and knowledge of pertinent system software and computer equipment and of the work processes, applicable regulations, workload, and practices of the assigned subject-matter area. Job duties require the incumbent to be able to recognize probable interactions of related computer systems and predict impact of a change in assigned system.
		The Computer Systems Analyst II reviews proposals which consist of objectives, scope, and user expectations; gathers facts, analyzes data, and prepares a project synopsis which compares alternatives in terms of cost, time, availability of equipment and personnel, and recommends a course of action; upon approval of synopsis, prepares specifications for development of computer programs. Duties also include the ability to determine and resolve data processing problems and coordinate the work with program, users, etc. This worker orients user personnel on new or changed procedures, may conduct special projects such as data element and code standardization throughout a broad system, working under specific objectives and bringing to the attention of the supervisor any unusual problems or controversies.

		In this position, the incumbent works independently under overall project objectives and requirements, and apprises supervisor about progress and unusual complications. Guidelines usually include existing systems and the constraints imposed by related systems with which the incumbent's work must be meshed. This worker adapts design approaches successfully used in precedent systems, works on a segment of a complex data processing scheme or broad system, as described for Computer Systems Analyst, level III, works independently on routine assignments and receives instructions and guidance on complex assignments. Work is reviewed for accuracy of judgment, compliance with instructions, and to insure proper alignment with the overall system. Completed work is reviewed for timeliness, compatibility with other work, and effectiveness in meeting requirements. This analyst may provide functional direction to lower level assistants on assigned work.
COMPUTER SYSTEMS ANALYST III	Bachelor's degree and four years of experience in systems analysis or engineering	The Computer Systems Analyst III applies systems analysis and design techniques to complex computer systems in a broad area such as manufacturing, finance management, engineering, accounting, or statistics, logistics planning, material management, etc. Usually, there are multiple users of the system; however, there may be complex one-user systems, e.g., for engineering or research projects. This position requires competence in all phases of systems analysis techniques, concepts, and methods and knowledge of available system software, computer equipment, and the regulations, structure, techniques, and management practices of one or more subject-matter areas. Since input data usually come from diverse sources, this worker is responsible for recognizing probable conflicts and integrating diverse data elements and sources, and produces innovative solutions for a variety of complex problems.

		The Computer Systems Analyst III maintains and modifies complex systems or develops new subsystems such as an integrated production scheduling, inventory control, cost analysis, or sales analysis record in which every item of each type is automatically processed through the full system of records. The incumbent guides users in formulating requirements, advises on alternatives and on the implications of new or revised data processing systems, analyzes resulting user project proposals, identifies omissions and errors in requirements and conducts feasibility studies. This analyst recommends optimum approach and develops system design for approved projects, interprets information and informally arbitrates between system users when conflicts exist. This worker may serve as lead analyst in a design subgroup, directing and integrating the work of one or two lower level analysts, each responsible for several programs. Supervision and nature of review are similar to level II; existing systems provide precedents for the operation of new subsystems.
GENERAL CLERK I	High school diploma, Ability to handle multiple tasks/transactions in a neat and orderly manner, Proficiency in Microsoft Word	This position follows clearly detailed specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file; could involve simple posting to individual accounts, opening mail, calculating and posting charges to departmental accounts, operating basic office equipment, e.g., photocopier, facsimile, multi-line phone/voicemail systems, mailing machines, and minimal computer programs. Little or no subject-matter knowledge is required, but the clerk uses his or her own judgment in choosing the proper procedure for each task.
GENERAL CLERK II	High school diploma, 1 year experience, Ability to handle multiple tasks/transactions in a neat and orderly manner, Proficiency in Microsoft Word	This position requires familiarity with the terminology of the office unit. The General Clerk selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.

GENERAL CLERK III	High school diploma, 2 years experience, Ability to handle multiple tasks/transactions in a neat and orderly manner, Proficiency in Microsoft Word	This position uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence. The General Clerk III selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records (stored both manually and electronically); verifying statistical reports for accuracy and completeness; compiling information; and handling and adjusting complaints.
		The General Clerk III may also direct lower level clerks. Positions above level IV are excluded. Such positions (which may include supervisory responsibility over lower level clerks) require workers to use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments. Typical jobs covered by this exclusion include administrative assistants, clerical supervisors, and office managers.
PERSONNEL ASSISTANT I	High school diploma	This position performs a variety of tasks including, but not limited to, clerical and secretarial duties. The work is under general supervision of higher-level personnel in preparation of various human resource tasks throughout compensation, benefits, staffing/employment, EEO procedures and policy administration. The Personnel Assistant I is expected to exercise discretion at all times; limited judgment may be necessary at times. This assistant may be required to operate general office equipment such as: typewriter, personal computer, copier, adding machine, and facsimile.
PERSONNEL ASSISTANT II	High school diploma and 1 year experience	This position serves as a clerical expert in independently processing the most complicated types of personnel actions, e.g., temporary employment, rehires, and dismissals. In this position, one may perform tasks beyond routine clerical such as: pre-employment drug screening and new hire orientation, responding to routine questions on policy and procedures, and/or provide reports on employee turnover or time and attendance. This assistant may be asked to evaluate and consolidate information from various sources under short deadlines, such as internal or external survey information, reporting on company employment statistics (retention, equal opportunity reporting, etc). The Personnel Assistant II may provide guidance to lower level Personnel Assistants. This level requires extensive knowledge of various office software packages. Guidance is provided as needed. Completed written work receives close technical review from higher-level personnel office employees. Work may be checked occasionally.

PERSONNEL ASSISTANT III	High school diploma and 2 years experience	This position performs work in support of human resource professionals that requires a good working knowledge of personnel procedures, guides, and precedents. Job tasks may include interviewing applicants, obtaining references, and recommending placement in a well-defined occupation. At this level, assistants typically have a range of personal contacts within and outside the organization, in addition to handling employee-sensitive material. Therefore, the Assistant must be tactful, discrete, and articulate. This Assistant may be involved in identifying potential issues and grievance procedures, in addition to documenting necessary information to avoid company threat. The Personnel Assistant III may make recommendations to human resource professionals on job classification, wage rates, and employee salaries. The use of computers may be relied on heavily for organizational and reporting purposes. Advanced experience with office software packages may be needed. This Assistant may perform some clerical work in addition to the above duties. Supervisor will review completed work against stated objectives.
SECRETARY I	High school diploma	This position provides support to staff that is directed through face to face meetings and whose organizational structure is not complex. Serves as office representative in a professional and courteous manner. Carries out recurring office procedures independently. Selects the guideline or reference which fits the specific case. Ensures consistent and quality products. Performs varied duties including or comparable to the following: handles visitors/phone calls, maintains calendar, operates office automation equipment, coordinates travel, maintains files, coordinates and tracks correspondence, coordinates and tracks actions, coordinates meetings, schedules conference rooms, takes meeting minutes, disseminates information, coordinates moves and information services.
SECRETARY II	High school diploma	This position provides support to staff who directs subordinates through intermediate supervisors and whose organizational structure is complex and divided into subordinate groups. Serves as office representative in a professional and courteous manner. Carries out recurring office procedures independently. Has intermediate knowledge of general practices, guidelines and references and selects to specific case as appropriate. Ensures consistent and quality products. Performs varied duties including or comparable to the following: handles visitors/phone calls, maintains calendar, operates office automation equipment, coordinates travel, maintains files, coordinates and tracks correspondence, coordinates and tracks actions, coordinates meetings, schedules conference rooms, takes meeting minutes, disseminates information, coordinates moves and information services.

SECRETARY III	High school diploma, minimum of one (1) year of experience in office administration.	This position provides support to staff whose organizational structure is divided into two or more subordinate supervisory levels (of which at least one is a managerial level) with several subdivisions at each level and who plays an important role in determining the policies and major programs of the entire organization. Serves as office representative in a professional and courteous manner. Carries out recurring office procedures independently. Has comprehensive knowledge of general practices, guidelines and references and selects to specific case as appropriate. Provides policy and procedural guidance to managers and secretaries/management suppport assistants. Ensures consistent and quality products. Performs varied duties including or comparable to the following: handles visitors/phone calls, maintains calendar, operates office automation equipment, coordinates travel, maintains files, coordinates and tracks correspondence, coordinates and tracks actions, coordinates meetings, schedules conference rooms, takes meeting minutes, disseminates information, coordinates moves and information services.
Exempt from Service Contract Act:		
ACCOUNTANT I	Degree in accounting or a degree in a related field such as business administration, finance, or public administration that has 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law. At least 1 year of specialized experience as an accountant.	Receive, evaluate and complete cost requests for miscellaneous purchase orders and contracts. Analyze and record cost in the automated accounting system and automated accrual table; process data into the straight line extension. Analyze cost transactions generated in the extension; validate and reconcile to NF533 or CCR. Gather financial data in support of financial audits and requests. Prepare reports, reconciliations and metrics for the cost, labor and collection/deposit functions. Reconcile errors as result of labor interface. Assist in the financial activities and reporting i.e. CFC and Bond Drive campaign. Run cost and labor assessment cycles. (GS-7)

ACCOUNTANT II	Degree in accounting or a degree in a related field such as business administration, finance, or public administration that has 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law. At least 3 year of specialized experience as an accountant.	Perform validation of NF1046 capital improvements and acquisitions. Perform research of various contracts to gather supporting documents for cost validation of NASA real property. Coordinate with real property custodian to assist in locating equipment and provide support for equipment not at KSC. Perform validation of asset value by reviewing schedule of values, associated contracts, and physical inspections with constructor management. Submit packages for entry into RPI. Perform walk through, for equipment validation, of contractor held property. Participate in wall-to-wall inventory at Ransom Road disposal facility. (GS-11)
ACCOUNTANT III	Degree in accounting or a degree in a related field such as business administration, finance, or public administration that has 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law. At least 5 year of specialized experience as an accountant.	Receive, evaluate and complete cost requests for miscellaneous purchase orders and contracts. Analyze and record cost in the automated accounting system and automated accrual table; process data into the straight line extension. Analyze cost transactions generated in the extension; validate and reconcile to NF533 or CCR. Gather financial data in support of financial audits and requests. Prepare reports, reconciliations and metrics for the cost, labor and collection/deposit functions. Reconcile errors as result of labor interface. Assist in the financial activities and reporting i.e. CFC and Bond Drive campaign. Run cost and labor assessment cycles. (GS-12)
BUSINESS MANAGEMENT SUPPORT	Undergraduate degree or equivalent of specialized professional experience. Demonstrated knowledge of Travel Manager and Federal Travel Regulations.	Prepare monthly status reports and metric data within the Travel Office functional area. Assist with Travel Manager training in either a group setting or one-on-one for new personnel, approvers and reviewers. Prepare written procedures required by functional personnel. Coordinate changes and assist in preparation of training manuals/material. Manage and update all forms and manual containing KSC SAR information. Review and clear, on daily basis, CI Travel queue for upcoming travel. Contact traveler to ensure valid trip, ensure authorization initiated. Contact Resource Management Analyst when travel authorization is awaiting their approval, where delayed approval puts impending travel in jeopardy. Perform duties as the liaison between NASA Management and Contractor Management. (GS-12)

HR ASSISTANT	High School Diploma and 2 years of experience which includes basic typing and filing skills, proofreading skills, general data entry skills; experience with MicroSoft Office software, and general knowledge of HR support functions.	Schedules classrooms in NASA KSC training faciliites and obtains audio/visual support when appropriate. Receives and reviews registration/reimbursements and ensures all supporting documentation is provided; distributes and collects training evaluations and enters data into LMS. Maintains training authorization documentation files in accordance with NASA reguliations. Documentation includes copies of approved training and reimbursement requests and course receipts. Provides general clerical support to the Center's awards program (e.g., initiates work orders with graphics; reviews certificates for accuracy; contracts external vendors for medal; files signed copies of certificates; reviews submission of names for all non-civil servant awards to ensure full, proper format; incorporates edits for award ceremony scripts into original document and provides final product; prepares personal invitations to each award ceremony selectee.
HR OPERATIONS ASSISTANT	High school diploma and 3 years experience to include some level of related human resources experience	This position performs work in support of human resource professionals that requires a good working knowledge of personnel procedures, guides, and precedents. Job tasks may include responding to employment inquiries, answering specific questions reference employment opportunities, referral to appropriate HR specialist if required. At this level, assistants typically have a range of personal contacts within and outside the organization, in addition to handling employee-sensitive material. Therefore, the HR Operations Assistant must be tactful, discrete, and articulate. This HR Operations Assistant may be involved in identifying potential issues related to security paperwork, in addition to documenting necessary information to avoid delays in entrance on duty and security investigation. The HR Operations Assistant may make recommendations to human resource professionals after review of required inprocessing paperwork. The use of computers may be relied on heavily for organizational and reporting purposes. Advanced experience with office software packages may be needed. This HR Operations Assistant may perform some clerical work in addition to the above duties. Human Resource professional will review completed work against stated objectives.
INFORMATION TECHNOLOGY SPECIALIST	Undergraduate degree or equivalent professional experience. At least five years of specialized experience as an Information Technology Specialist.	Provide technical interface and support for all ODIN services, all users on all IT related issues for SAP, telephone (KICS) support services, the organization's website and website content, ISO review and audits, the KSC CIO Working Group, the IT Security Working Group, the KSC Network Configuration Board, the Webmaster Working Group, and other IT or non-IT tasks in support of the Center Business Process Lead (support for SAP Version Upgrade and other IEMP module projects) or the Chief of Business Services. Serve as Organizational TechDoc Librarian. (GS-13)

LOGISTICS SPECIALIST	High School Diploma, 2 years logistics operations experience, fundamental computer skills	The position is responsible for performing surveillance of institutional support contractors, conducting logistics requirements and process analysis, performing data collection, providing technical and schedule status that includes progress and/or problems, providing recommendations, and obtaining approvals. Is responsible for completing all assigned tasks, resolving issues and deviations according to established practices and obtaining guidance where precedents are unclear or not available. Completed work is reviewed for conformance to requirements and timeliness. Requires an understanding of logistics principles and practices and versatility to work in varied project frameworks while satisfying tailored customer requirements. (GS 10)
PROCUREMENT ANALYST	Qualifications: Ability to analyze data and develop recommendations to resolve routine problems. Proficient in Microsoft Word, Excel, and PowerPoint. Ability to operate normal business equipment.	Performs simple analytical tasks in a standardized sequence. Also prepares Word, Excel, and Powerpoint documents using various formats prescribed by the Government. Follows simple procedures to file, copy, and deliver documents.

PROCUREMENT BUSINESS SYSTEMS SUPPORT (PBSS) I	• Minimum of a Bachelor's Degree in a business, computer, or accounting-related curriculum from an accredited university/college. • Expert knowledge of the CMM, SAP Materials Management (MM) and Finance (FI) Modules, the Agency's SAP configuration, and the KSC-specific SAP configuration. • Minimum of three years experience working with SAP Public Sector software.	Perform tasks to support the CMM Project that includes being responsible for tasks associated with the day-to-day maintenance of KSC-specific configuration of the SAP software which will include knowledge of configuration and use of SAP software (i.e. Materials Management Module), SAP Business Warehouse (BW) reporting tool, and NASA/KSC business processes/systems.

PROCUREMENT BUSINESS SYSTEMS SUPPORT (PBSS) II	• Minimum of a Bachelor's Degree in a business or accounting-related curriculum from an accredited university/college. • Expert knowledge of the CMM, SAP Materials Management (MM) and Finance (FI) Modules, the Agency's SAP configuration, and the KSC-specific SAP configuration. expert knowledge of Business Warehouse and other reporting tools available to NASA. • Minimum of three years experience working with SAP Public Sector software.	Perform tasks to support the CMM Project that includes being responsible for tasks associated with the day-to-day maintenance of KSC-specific configuration of the SAP software which will include knowledge of configuration and use of SAP software (i.e. Materials Management Module), SAP Business Warehouse (BW) reporting tool, and NASA/KSC business processes/systems.

PROCUREMENT SPECIALIST	• Experience with the NASA/KSC configuration of CMM, SAP, FPDS-NG, and the legacy Acquisition Management System (AMS). • Ability to review and analyze procurement transactions in CMM, FPDS-NG, AMS, and SAP (i.e. purchase requisition and obligation documents) including, but not limited to document type, release strategies, vendor and vendor type, contract number, contract type, contract value, commitment amount, obligations, de-obligations, and payment and delivery terms.	Perform specific tasks to support CMM functions and Procurement Policy and Review Business Systems Team.
PROGRAM ANALYST I	Minimum of a Bachelor's Degree in a business or accounting-related curriculum from an accredited university/college.	This position is responsible for all specific tasks listed below to support the Resources Contract Management functions. Included are the following specific tasks: (1) Analyze and interpret data; (2) Provide database maintenance with emphasis on data input, query and report generation capabilities used in the presentation of the projects' budget, changes and funding and establishing Negotiated Estimated Cost (NEC); (3) Provide data for the award fee input; (4) Provide monthly tracking and aging reports of open contract changes; and (5) Analyze and interpret institutional financial data, and contract funding and changes and provide weekly status.

PROGRAM ANALYST II	Minimum of a Bachelor's Degree in a business or accounting-related curriculum from an accredited university/college. At least 1 year of experience in business related functions	This position is responsible for resources contract management functions to include the following: (1) Analyze and interpret data; (2) Provide database maintenance with emphasis on data input, query and report generation capabilities used in the presentation of the projects' budget, changes and funding and establishing Negotiated Estimated Cost (NEC); (3) Provide data for the award fee input; (4) Provide monthly tracking and aging reports of open contract changes; and (5) Analyze and interpret institutional financial data, and contract funding and changes and provide weekly status.
PROJECT MANAGEMENT AND CHANGE MANAGEMENT CONSULTANT	1. Bachelor's Degree in a change management related field such as business management, communications, or training or equivalent business experience. 2. Experience in performing change management and related project management activities such as those described herein. Such experience obtained in the context of a NASA or Federal Agency setting is highly desirable.	Position requires performance of relatively complex Change Management tasks that include; stakeholder analysis and management, communication planning and delivery, tailored to specific stakeholder groups, training planning and delivery, including schedules, logistics, and reporting and business process alignment activities, including process capture and role mapping.

PROJECT MANAGEMENT AND CHANGE MANAGEMENT CONSULTANT cont.		Also performs Project Management duties that include; project implementation risk and issue identification perform analysis of information delivery processes to identify reports and key elements of information used in business management decisions, elements of process re-engineering related to gap analysis and impact analysis between current and future work flows, preparation of status reports and participation in status briefings, project governance (team organization) and administration, application of Customer Relationship Management (CRM) methods to manage customer expectations, design and application of a Benefits Realization assessment process, perform assessment of the relationship between People, Process, and Product components of project implementation and application of process control and Six Sigma methods to evaluate process development and encourage process improvement.
RECORDS MANAGEMENT SPECIALIST	High school diploma, Familiarity with Records Management Processes, One year experience, Strong written and oral communication skills, Data management and data storage knowledge	Supports the Record Management and scientific & technical information program. Prepares the appropriate forms for shipping documents and coordinates the shipping efforts. Assist the Records Manager with record projects: inventory, audits, managing file, attending meetings. Performs database entry for the relocation of records. Retrieves reports from the database: records eligible for destruction. Performs research dispositions for the Records Manager in the Records Retention Schedule.
RESOURCE ANALYST I	Undergraduate degree or equivalent professional experience. At least 1 year of experience in business related functions.	Analyze and interpret data for management and technical users. Support database development and maintenance with emphasis on data input, query, and report generation capabilities used in the presentation of the projects' budget, changes and funding. Develop and maintain integrated schedules for the various development projects. Prepare cost analysis for the contract project elements. Support the Program Planning & Budget Execution process. Develop monthly variance and trend analysis. Analyze and interpret financial data, contract funding and changes, and provide weekly status. Assist in the monthly cost reporting and funding process. Provide data for the award fee input. Provide monthly tracking and aging reports of open contract changes. (GS-7)

SAP CONSULTANT	Undergraduate degree or equivalent professional experience. At least four years of experience working with the Public Sector module of SAP, specifically the NASA configuration. Comprehensive knowledge of the Agency's current configuration. Comprehensive knowledge of the Agency's business processes. Comprehensive knowledge of the SAP software. Comprehensive knowledge of the current configuration for KSC.	Provide maintenance of the KSC configuration within the SAP software for KSC Finance Office groups, invoice document routing and approval. Provide technical interface and support for the development and maintenance of SAP financial reports. Provide technical interface and support for the development and maintenance of job aids. Provide technical interface and support for the development of alternatives and options available (within the agency-wide rules and guidelines) to resolve KSC specific problems, issues and end-user queries. Provide technical interface and support for the on-going training of KSC end-users and super users. Provide technical interface and support for Travel for training and project tasks as required. Provide technical interface and support for testing and recording of results for SAP Software patches. Provide technical interface and support to the IAM Finance team and the e-Travel team members. Provide operational support for the month-end close process, FY year-end close process, and FY start-up process.
SAP CONSULTANT (cont.)		Perform analysis on all de-obligation or reversal requests involving cost and/or disbursement; coordinate resources for workshop; validate SGL and FM postings after reversals and re-entries. Provide application functional and technical support in the areas of Purchase Requisition to Purchase Order, Cost to Payment, Financial Management Integration, Application Development, Change Management and Data Migration. (No GS equivalent)

SENIOR INTERNAL CONTROLS ANALYST	Minimum of a Bachelor's Degree in a business or accounting-related curriculum from an accredited university/college. At least 10 years of experience in accounting/auditing related functions.	Analyze financial/resource operations to determine compliance with existing laws, regulations, policy, and guidelines. Develop, implement and maintain a method to perform periodic monitoring and validation testing of key control processes. Evaluate documentation of key roles, responsibilities, procedures and practices to ensure accuracy, integrity, and completeness of those functions. Review and document the quality and effectiveness of existing process controls, training, documentation, and other key aspects of the existing internal control system. Evaluate risk assessments, mitigation plans, and corrective action plans related to financial operations. Conduct comprehensive analyses of financial management and resource systems (A/R, A/P), administrative operations (payroll/travel), and other operations susceptible to fraud, misuse or abuse.
SENIOR INTERNAL CONTROLS ANALYST (cont.)		Establish a reporting and monitoring system of internal control deficiencies and associated corrective action plans. Develop metrics related to internal control goals and objectives for financial operations. Document and present findings and recommendations related to internal controls performance and effectiveness. Prepare and present Microsoft Power Point presentations or other briefings related to internal control deficiencies and recommended corrective actions. (GS-13)
SENIOR RESOURCE ANALYST	Undergraduate degree or equivalent professional experience. At least 10 years of specialized experience as a resource, budget, or program analyst.	Analyze and interpret data for management and technical users. Support database development and maintenance with emphasis on data input, query, and report generation capabilities used in the presentation of the projects' budget, changes and funding. Develop and maintain integrated schedules for the various development projects. Prepare cost analysis for the contract project elements. Support the Program Planning & Budget Execution process. Develop monthly variance and trend analysis. Analyze and interpret financial data, contract funding and changes, and provide weekly status. Assist in the monthly cost reporting and funding process. Provide data for the award fee input. Provide monthly tracking and aging reports of open contract changes. (GS-13)

TRAINING ASSISTANT (ADMIN SUPPORT)	High School Degree plus 3 year's experience which includes 1 year in a Human Resources Development (HRD) environment is required. Experience in utilizing Microsoft Office software. Experience performing multiple logistical activities and preparing decision packages. Experience consulting on program offerings, availability, and application/registration process and procedures. Experience in performing preliminary acquisition activities.	Provides general administrative support for NASA and KSC sponsored development programs to include announcement of program opportunities, receipt and review of application packages for accuracy and completeness; consulting employees on program offerings, availability,and application and registration process and procedures; informing candidates of selection/non-selection. Coordinates the logistics for key training events, e.g., creating or developing facility schedules, tour arrangements, integration of presentation materials, agenda coordination, notice of upcoming events to appropriate parties, and presenter as well as employee attendance verification. Provides support for HR Board activities (e.g., consolidating, copying, distributing application packages with cover letters; forwarding selectee packages to NASA HQs; prepare and distribute letters of selection and non-selection, etc).
TRAINING COORDINATOR	High school diploma, One year experience, Ability to handle multiple tasks/transactions in a neat and orderly manner, Proficiency in Microsoft Word	Responsibilities include designing and following specific procedures to be performed in a prescribed or slightly varied sequence, such as coding and filing documents and posting training completions to individual training record accounts in the Training Record Certification System (TCRS) or equivalent automated data entry and retrieval system such as the System for Administration, Training, and Educational Resources for NASA (SATERN).

TRAINING INSTRUCTOR	Associate's degree, with instructor experience in industrial training activities	Develops and conducts technical training courses on one or more short courses in a technical trade or craft such as electricity or electronics and maintains credentials to meet local, state, and federal specialized certification requirements. Teaches assigned topics in accordance with approved curriculum effectively utilizing all allotted time, maintains proficiency in instructional techniques, incorporates current examples in the teaching process (e.g. develops clarification or real world examples of application related to the subject matter). Works with subject matter experts to develop and revise curriculum to ensure accurate content and format. Selects or develops instructional aids, such as handouts, reference materials, or audio/visual supports. Creates teaching outlines in accordance with established guidelines; maintains records and statistical information on employee training; monitors training programs by reviewing and analyzing student course evaluations; makes recommendations to management on course improvement and customer training needs.
TRAINING INSTRUCTOR LEAD	Associate's degree, with instructor experience in industrial training activities	Provides expertise in instructional methodology to design, develop and deliver specialized industrial training programs. Responsible for developing new course materials; modifying and customizing existing materials; and conducting classroom instruction of specialized and custom course segments. Conducts training needs assessment surveys, curriculum planning, scheduling, and oversees new course implementation. Provides knowledge and experience in instructional system design, theories, concepts methods, techniques, and principles of instruction, and the principles of adult education and possess the credentials to meet local, state, and federal specialized certification requirements.
TRAINING MANAGER	Bachelor's degree, or higher , from an accredited college or university	Supervise instructor personnel with emphasis on management and administration of training activities in an operational or industrial environment including record management activities and utilization of a learning management system. Provide expertise in instructional methodology, tests and measurement, and curriculum development, develop courseware format guidelines, review and maintain task lists and objective hierarchies, and write courseware materials in designated format (student study guide, workbooks, etc.). Responsibilities require tracking individual lesson status, review lesson materials before submission ensure revisions do not impact instructional flow, monitor lecture presentations to evaluate and assist with lesson organization and content, and maintain credentials to meet local, state, and federal specialized certification requirements.

TRAINING SPECIALIST (ADMIN SUPPORT)	High School Diploma plus 3 year's experience which includes 1 year in a Human Resources Development (HRD) environment is required. Experience in utilizing Microsoft Office software. Experience performing multiple logistical activities and preparing decision packages. Experience consulting on program offerings, availability, and application/registration process and procedures. Experienced in conducting training needs assessments is preferred. Experience in designing, implementing, performing preliminary acquisition activities, and evaluating comprehensive and responsive HRD programs is preferred.	Provides administrative support to Center for various training programs. Responsibilities include, but are not limited to: conducting formal training needs assessments; designing, implementing, and performing preliminary acquisition activities; processes documents for the procurement of training courses; and administer the evaluation process of on-site training courses by employees to confirm attendance, understand employee perception or assessment of the learning opportunity; and coordinate the result of evaluations including providing monthly assessments to NASA. Serves as the Facility Manager for 2 training facilities on-site ensuring the overall maintenance, safety, and cleanliness of the building; ensures training equipment requirements are available for customers.

TRAINING SPECIALIST (COMPUTER SUPPORT)	High School Diploma plus 3 year's experience which includes 1 year in a Human Resources Development environment is required. For 1 year of specialized experience, a Learning Management System as well as the ability to resolve functionality issues is preferred. Also preferred is experience utilizing BRIO or other database management system	Provides administrative support to the Center for the learning management system (LMS). Responsibilities include, but are not limited to: providing access to appropriate NASA KSC personnel and discipline owners; resolving functionality issues; identifying system requirements and procurement costs estimates for transfer of videos into LMS; building curriculum and providing system support for individual development plans; maintaining and tracking completion of agency mandated training; serving as the system administrator for SkillSoft on-line training (e.g., providing training to the workforce; providing access; providing workflows for curriculum, reporting, searching, and learner management activities). Maintains KSC HR integrated training and awards calendar with announcement and selection dates via portal; coordinates www portal updates and modifications.
TRAINING SPECIALIST LEAD	Bachelor's degree, or higher, from an accredited college or university preferred, but not mandatory.	Lead training personnel with emphasis on management and administration of training activities in an operational setting including record management activities and utilization of a learning management system. Supervised functional areas include assignments such as learning management system support, training program support. The nature of the staff's work includes general clerical and administrative service support such as: calls for nominations, purchase request preparations; logistical support to key career development programs and events, research of vendor capabilities and offerings; training system report generation and curriculum establishment, course evaluation, system training, calendar maintenance and general www site maintenance,records retention, etc., There will be a small level of general clerical support provided to the awards and recognition area.

Senior Accountant	Degree in accounting or a degree in a related field such as business administration, finance, or public administration that has 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law. At least 10-15 years of specialized experience as an accountant.	Position is responsible for a wide range of operational accounting issues, including cost accounting, property accounting, reimbursable accounting, and all other relevant areas within financial management. The Senior Accountant is responsible for handling issues which typically consist of activities of complexity, expertise, program impact, and may involve multiple organizations. The Position is also a cross-functional operational expert that can perform detailed analytical tasks on issues that cross over to the budget execution arena. The Position also assists in the preparation of various documents including the monthly CMP, which is an internal control performance measurement process. The Position provides technical assistance relative to planning, designing, developing, evaluating, and integrating effective financial management controls.
Senior IT Support Specialist	Undergraduate degree or equivalent professional experience. At least 10-15 years of specialized experience as an IT Support Specialist.	Provides technical interface and support for all ODIN services, all users on all IT related issues for SAP and all other internal organizational related software, telephone (KISC) support services, the organizations website and website content, ISO reviews and audits, the KSC CIO Working Group, the IT Security Working Group, and other IT or non-IT tasks in support of the Center Business Process Lead (support for SAP Version Upgrade and the other IEMP module projects) or the Chief of the Business Services Office. Serves as the organizational TechDoc librarian. Responsible for working all equipment requests for the organization. Works with tele-work requests.
Senior Resource Analyst Lead	Undergraduate degree or equivalent professional experience. At least 10-15 years experience as a Resource Analyst.	Position is responsible for the analyzing and interpreting data for management and technical users. The position supports database development and integrity, as well as maintenance with emphasis on data input, query, and report generation capabilities used in the presentation of the projects budget, changes and funding. The Position is responsible for developing and integrating schedules for the various development projects, preparing cost analysis for the contract project elements, supporting the program planning and budget execution process, developing monthly variance and trend analysis, analyzing and

		interpreting financial data, including contract funding changes, and provide periodic status as requested, assists in the monthly cost reporting and funding process, provide data if appropriate for award fee input, and provide monthly tracking and aging of reports with open contract changes. Enters and adjusts data for the integrated operating program into a wide variety of reports, forms, schedules, and electronic systems. Assists with reviews, edits, and consolidation of budget estimates. Works on financial management metrics, including analyzing and interpreting data to identify opportunities for improvement, savings, and/or efficiency.
Senior Project Control Consultant	Minimum of a Bachelor's Degree in Business Administration or other related field. At least 10-15 years as a Senior Manager (i.e. Comptroller/Chief Financial Officer) in Government Finance organization. Experience in Government unique systems: IEMP Project Management, G&A Project Management, CMO Civil Service Workforce Project Management and Policy and Requirements Analysis.	Position is responsible for supporting CMO Project Control activities including the development of KSC CMO guidelines; assessing requirements; preparation of decision packages; and execution activities. Support FTE and Labor planning and execution analysis. Support cost estimation activities. Provide training on project control, assessment, and analysis techniques. Analyze and interpret data for data management and technical users. Support database development and maintenance with emphasis on data query, and report generation capabilities used in the presentation of the projects' budget, changes and funding. Develop and maintain integrated schedules for the various development projects. Prepare cost analysis or the contract project elements. Support the Planning & Budget Execution process. Develop monthly variance trend analysis. Analyze and interpret financial data and assist in the monthly cost report and funding process. Support internal and external team activities as they relate to assigned functions
Buyer	Minimum of 1 year course of study leading to an Associate's degree or at least 12 semester hours in any of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing or the equivalent work experience in a relevant field Experience in procurement related field. Knowledge of the Federal Acquisition Regulation (FAR), specifically Parts 8, 11,12,13 and 16, the	Provide procurement support to process assigned procurement requests for the acquisition of supplies and services up to $24,999 and those from $25,000 up to $500,000 not requiring synopsis.

	NASA FAR Supplement (NFS) applicable Kennedy Documented Procedures (KDP's) and local procedures. Strong background in Microsoft Office Products.	
Senior Buyer	Minimum 2 year course of study leading to an Associate's degree or at least 24 semester hours in any of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing or the equivalent work related relevant experience. Experience in procurement related field. Experience in procurement related field. Knowledge of the Federal Acquisition Regulation (FAR), specifically Parts 8, 11,12,13 and 16, the NASA FAR Supplement (NFS) applicable Kennedy Documented Procedures (KDP's) and local procedures. Strong background in Microsoft Office Products.	Provide procurement support to process assigned procurement requests for the acquisition of supplies and services up to $24,999 and those from $25,000 up to $500,000 not requiring synopsis. Responsible for ensuring proper training for Junior Buyer positions, managing fluctuating workload effort and distributing work as applicable. Responsible for requesting proper software and access for employees as applicable.
Sr. Contract Specialist	Minimum of a Bachelor's Degree in Business or other related field. At least 10 to 15 years of specialized experience as a Contract Specialist in Government Procurement organization (preferably NASA). Experience in the following Government unique system: SAP	Provide procurement support for the administration of major KSC contracts consistent with the regulatory requirements set forth in the Federal Acquisition Regulation (FAR), the NASA FAR Supplement (NFS), applicable Kennedy Documented Procedures (KDP's) and local procedures. Plan negotiation strategies with negotiation team, and lead negotiations conducted with contractors to develop contract prices and terms. Prepare records of negotiation and contract documents for signature by the Government. Do all preparatory work and preparation of rate and cost adjustments, redirection of effort, coordination of time extension, task orders, incorporation of change orders, issuance of stop work orders, issuance of cure notices, or show cause letters, and all and any contract actions that may arise. Prepare reports, status notes, support contract administration meetings and accomplish all related activities required for effective and efficient contract administration and interfacing with Government technical, program and procurement personnel. Support the creation of contract commitment or obligation documents utilizing Contract Management Module (CMM) and presentation of

		completed documents and supporting files for execution by a NASA Contracting Officer (NCO).
Resource Analyst II	Undergraduate Degree or equivalent professional experience. At least 3 years of specialized experience as a Resource Analyst.	Analyze and interpret data for management and technical users; Support database development and maintenance with emphasis on data input, query, and report generation capabilities used in the presentation of the project's budget, changes and funding; Develop and maintain integrated schedules for the various development projects; Prepare cost analysis for the contract project elements; Support the Program Planning & Budget Execution process; Develop monthly variance and trend analysis; Analyze and interpret financial data, contract funding and changes, and provide weekly status; Assist in the monthly cost reporting and funding process; Provide data for the award fee input; Provide monthly tracking and aging reports of open contract changes; Provides senior level management with reports and other such data for review and decision making.
Resource Analyst III	Undergraduate degree or equivalent professional experience. At least 5 years of specialized experience as a Resource Analyst.	Analyze and interpret data for management and technical users; Support database development and maintenance with emphasis on data input, query, and report generation capabilities used in the presentation of the projects' budget, changes and funding; Develop and maintain integrated schedules for the various development projects; Prepare cost analysis for the contract project elements; Support the Program Planning & Budget Execution process; Develop monthly variance and trend analysis; Analyze and interpret financial data, contract funding and changes, and provide weekly status; Assist in the monthly cost reporting and funding process; Provide data for the award fee input; Provide monthly tracking and aging reports of open contract changes; Provides senior level management with reports and other such data for review and decision making; Identifies area of concern and trends using advanced analytical capabilities.
IT Security Program Analyst I	Bachelor's Degree in a business discipline. Working knowledge of the Federal and Agency IT Security Management Frameworks, OCIO official	Provide support to the KSC IT Security Office in the following areas: Action Tracking and Reporting, including the recurring IT Security metrics.

	action and metric tracking and reporting processes, and NASA and KSC budget actions and processes.	Budget Analysis, including PPBE, CPIC, and procurement. Alternate Privacy Act support. Records Management related activities/actions. Review, implement and develop IT Security policies, procedures, and processes. Support the certification and accreditation (C&A) preparation & assessment processes.
Privacy Act Management Specialist	Master's degree in technical/engineering discipline and a current recognized certification in Information Technology/IT Security related field. Strong working knowledge in IT Security Management and Federal Government Privacy Act Requirements.	Provide Privacy Act related support to the Kennedy Space Center. Reviews/implements, and develops Privacy Act related policies, processes, and directives. Assists the KSC Privacy Act Manager and the IT Security Manager in properly responding to Privacy Act actions, Personally Identifiable Information reduction, and other metrics and actions issued by the OCIO and OMB. Understanding and accurate interpretation of the following NASA policies and procedures: NPR 2810.1 Security of Information Technology NPR 1600.1 Security Program Procedural Requirements 14 CFR 1212 NASA Privacy Act Regulations NPD 1382.17G NASA Privacy Policies NPR 1382.1 NASA Privacy Procedural Requirements NITR 1382-1 PII Breach Response Policy NITR 1382-2 Rules and Consequences Relative to Safeguarding PII ITS-Plan-138211 Review & Reduction of PII and SSN ITS-SOP-0046 NASA Procedures for Review & Reduction of PII.
Senior Information Technologist	Bachelor's or Master's Degree with a minimum of 15 years specialized experience in the field of Information Technology (IT). Requires extensive knowledge and expertise of the Federal Budgeting process per Clinger -Cohen Act of 1996: OMB Circular A-11; OMB Exhibits 300/53; and development of IT investments, IT policy and investment control. Familiarity with the NASA Chief Information Office (CIO) organizational structure is required.	Provide direct support to the IT Business Office in the areas of: Budget Formulation/Execution, IT Investment Portfolio Development, IT Master Planning, Enterprise Management Initiative, Capital Planning and Investment Control. Policy Formulation/Compliance: IT Business Solutions and Data Management to support IT research, Policy development and data calls (e.g. Export Control, Software Release Authority, Section 508, Enterprise Architecture, etc.). IT Project Management: Ongoing business support to facilitate various CIO Initiatives (i.e. IT Governance, HSPD-12, MFR 137, etc.) IT Integration/Coordination: Support of various IT managed panels, boards and committees.

Senior Information Technology Audit & Assessment Specialist	Bachelor's Degree in technical/engineering discipline and a current recognized certification in Information Technology/IT Security related field. Experience with FISMA and NIST SP guidelines, IT Security System Management life cycle	Provides support in all phases of the IT System Plan certification and accreditation (C&A) process. The candidate shall apply NASA standard operating procedures (SOP) and NIST guidelines to assist KSC system owners to prepare for the C&A process, including achieving the Authorization-To-Operate approval. Provide independent technical assessment and support of IT security audits and investigations. The position requires understanding and accurate interpretation of NPR 2810.1, NPR 1600.1, and their supporting Standard Operating Procedures, as well as NIST Special Publication (SP) 800 series.
Workforce Data Analyst	Undergraduate degree or equivalent professional experience. At least 3 years of related experience in a related function.Extensive knowledge of Excel, Power Point, ACCESS, word, HTML editors for web administration, Network applications to create and maintain an shared drive with files and folders to hold confidential and office information. The contractor has set up the shared drive and coordinated with our computer services and BA counterparts to have it back up the information daily. Must be able to know software required to create databases, spreadsheets and presentations.Ability to create and build websites internal and external ads new web pages and makes necessary corrections to existing sites. Assist on setting high profile URL's on KSC Internal and External web pages.Ability to use databases, including personnel and payroll data to provide statistical reports of sensitive and confidential information such as race, ethnicity, disability and gender.Ability to provide graphs for metrics, presentations and for ISO 9000 processes.Ability to demonstrate the critical thinking skills sufficient to determine root cause analysis.	Coordinate quarterly workforce data reporting - development of graphs and charts via I-Dashboard or other tool to assist Equal Opportunity Specialists with trigger analysis; Produce reports as needed to perform root cause analysis. Analyze and interpret data for management and technical users.Serve as primary technical expert for Internal metrics reporting, business system management functions and website updates Coordinate monthly and annual reports to the Office of Diversity and Equal Opportunity in Headquarters and annual reports such as but not limited to the Disabled Veterans Affirmative Action Program; Hispanic Employment Plan/9 Pt. Plan and others. Serve as the Designated POC for AJ for: KAITS, OFI, Tech Doc, Website, Visual Power-files, and SharePoint. Monitor completion of actions arising from KSC and external audits. Develop and maintain integrated schedules for various developmental projects. Attend training and participate in office meetings to gain general knowledge of what changes are required of and for the office that may impact the work of the Contractor. Training and meetings with NASA colleagues may require occasional travel (estimated 3 times per year) to Headquarters and/or other sites. Assists with meetings and conferences by preparing information, making calls and assisting with preparation of logistics, sending faxes, making copies, distributing mail

		and greeting customers and guest as appropriate. Other responsibilities include general shared support functions within the Diversity and Equal Employment Opportunity Office.
Senior Workforce Data Analyst	Undergraduate degree or equivalent professional experience. At least 7 years of related experience in a related function. Extensive knowledge of Excel, Power Point, ACCESS, word, HTML editors for web administration, Network applications to create and maintain an shared drive with files and folders to hold confidential and office information. The contractor has set up the shared drive and coordinated with our computer services and BA counterparts to have it back up the information daily. Must be able to know software required to create databases, spreadsheets and presentations. Ability to create and build websites internal and external ads new web pages and makes necessary corrections to existing sites. Assist on setting high profile URL's on KSC Internal and External web pages. Ability to use databases, including personnel and payroll data to provide statistical reports of sensitive and confidential information such as race, ethnicity, disability and gender. Ability to provide graphs for metrics, presentations and for ISO 9000 processes. Ability to demonstrate the critical thinking skills sufficient to determine root cause analysis.	Coordinate quarterly workforce data reporting - development of graphs and charts via I-Dashboard or other tool to assist Equal Opportunity Specialists with trigger analysis; Produce reports as needed to perform root cause analysis. Analyze and interpret data for management and technical users.Serve as primary technical expert for Internal metrics reporting, business system management functions and website updates Coordinate monthly and annual reports to the Office of Diversity and Equal Opportunity in Headquarters and annual reports such as but not limited to the Disabled Veterans Affirmative Action Program; Hispanic Employment Plan/9 Pt. Plan and others. Serve as the Designated POC for AJ for: KAITS, OFI, Tech Doc, Website, Visual Power-files, and SharePoint. Monitor completion of actions arising from KSC and external audits.Develop and maintain integrated schedules for various developmental projects. Attend training and participate in office meetings to gain general knowledge of what changes are required of and for the office that may impact the work of the Contractor. Training and meetings with NASA colleagues may require occasional travel (estimated 3 times per year) to Headquarters and/or other sites. Assists with meetings and conferences by preparing information, making calls and assisting with preparation of logistics, sending faxes, making copies, distributing mail and greeting customers and guest as appropriate. Other responsibilities include general shared support functions within the Diversity and Equal Employment Opportunity Office. The contractor shall ensure that the individual assigned to complete the above-stated tasks is provided appropriate Agency-specific training on the systems used for diversity

		data and discrimination case tracking and management and maintains appropriate discretion in the performance of duties related to workforce complaints and EEO activity.
Senior Contract Management and Program Analysis Specialist	Bachelor's Degree or higher in the field of business management that would relate to project and contract management oversight. Prior experience in project control of major infrastructure support contracts including the JBOSC contract. In depth working relationship with 45th Space Wing Det 1 Command Structure. Comprehensive knowledge of Air Force budget process and cost reporting requirements including DOD Job Ordered Cost Accounting System (JOCAS). In depth knowledge of NASA/KSC's contract management techniques to include award fee evaluation process and contract change processes. Comprehensive knowledge of NASA's current business processes and NASA/KSC's cost reporting requirements. In depth working relationship with DCAA/DCMA on Prime and sub-contract performance issues that effecting current and future budgets. Should possess at least 20 or more years of equivalent professional experience	Provide clear, straighforward communication and interpretation of complex cost issues to the Budget Management Branch of Center Operations Directorate; provide guidance and recommendations in addressing financial implications of management decisions. Assist new infrastructure support contractors in developing cost accounting revisions that meet KSC's objectives of fully distributing direct cost across multiple funding sources when appropriate. Assist in developing a set of logic rules to be implemented in the NASA Maximo system to ensure costs are charged to correct funding sources. Establish a centralized job ordered database for issuance of Job Ordered Numbers for tracking of specific customer funded activity. Establish a cost reporting structure for Air Force services on major infrastructure support contracts to allow for the sharing of costs. Provide guidance, direction and assistance to contractors for the development of operating plans. Assist in the evaluation of contractor proposals; determine affect of contract changes on budget. Provide documentation to allow contractors to produce spend plans based on definitized contract values. Establish a synchronized process for budget reduction exercises identifying requirements, efficiencies and risk assessments to prevent undesired consequences. Analyze contractor's performance and provide guidance on developing corrective action plans to mitigate cost overruns. Provide reconciliations of Negotiated Estimated Cost to reported actual cost for evaluation of contractor's financial performance. Act as financial management expert on historical issues for JBOSC contract that may have relevance to new institutional contracts and provide lessons learned where appropriate. Perform cost evaluation of potential extensions of JBOSC contract beyond the current period of performance. Perform financial evaluation of award fee and prepare briefing for Award Fee Board Members.

		Establish cost charging protocol for JBOSC close-out which requires the establishment of multiple cost pools for an equitable distribution between NASA and Air Force.
Aviation Safety and Airfield Operations Transportation Specialist	A minimum of ten years of relevant aviation-related experience in aircraft operations similar to the primary aircraft type operated at KSC, and high level familarity with the organization's aircraft and airfield operations (Huey helicopters and KSC Shuttle Landing Field) Current or previously held qualifications as NASA Pilot in Comman (PIC), a military rating as an Aircraft Commander, or a Federal Aviation Administration (FAA) Airline Transport (ATP) certificate. At least two years experience as an Aviation Saftety Officer (ASO) and a graduate of recognized Military Aviation/Flight Safety Course or an Academic Aviation Safety Certificate Program (of a least six weeks in duration).	Provides support to the KSC Shuttle Landing Facility (SLF) General manager and assist in implementation of management and operational plans, methods and procedures to assure required support is provided at the SLF, particularly in direct support of Space Shuttle launches and landings and other high visibility and complex events. Assist general manager in ensuring compliance of all safety related aviation activities especially those at the SLF
Enterprise Architecture Support	Minimum 10 years experience A technical or business undergraduate degree required. A MS or MBA strongly preferred. Should be willing to obtain the Federal Enterprise Architecture Certification PMP desired Should have a good working knowledge of the Center's business and be able to dive deeply into technology issues. Strong communications skills including technical writing and presentation skills. Solid understanding of enterprise architecture. Experience with Service-Oriented Architecture approaches, technologies, and principles and modeling tools Knowledge of the KSC technical architecture: expertise in one or more technology domains (network/infrastructure, data,applications/middleware/software, data	This position uses knowledge of double entry bookkeeping in performing one or more of the following: posting actions to journals, identifying subsidiary accounts affected, making debit and credit entries, and assigning proper codes. The Accounting Clerk II may review computer printouts against manually maintained journals, detect and correct erroneous postings, and prepare documents to adjust accounting classifications and other data, or review lists of transactions rejected by an automated system. In this instance, the Accounting Clerk II will determine reasons for rejections, and prepare necessary correcting material. On routine assignments, an employee will select and apply established procedures and techniques. Detailed instructions are provided for difficult or unusual assignments. Completed work and methods used, are reviewed for technical accuracy.

	center) but fluency in all technology domains. Expertise in technology trends and the relevance to business. Expertise in business architecture areas including business process analysis & design and governance. Skills in supporting large/complex teams. Experience with large project implementations including requirements gathering/management, risk management, and schedule development/management reporting and directing the work of others across multitude implementation projects concurrently.	

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE		PAGE OF PAGES	1 / 1
2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
10	09/23/2008		

6. ISSUED BY CODE KSC

NASA/John F. Kennedy Space Center
Office of Procurement
MAIL CODE OP-OS
KENNEDY SPACE CENTER FL 32899

7. ADMINISTERED BY (If other than Item 6) CODE KSC

NASA/Kennedy Space Center
Office of Procurement
MAIL CODE OP-OS
KENNEDY SPACE CENTER FL 32899

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

REDE CRITIQUE A JOINT VENTURE
10001 LAKE FOREST BLVD STE 200
NEW ORLEANS LA 70127-5240

CODE 3YHS3 FACILITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

x 10A. MODIFICATION OF CONTRACT/ORDER NO. NNK08OP06B

10B. DATED (SEE ITEM 13) 03/14/2008

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	
	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Mutual Agreement of the Parties.

E. IMPORTANT: Contractor ☐ is not. ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this modification is to:

1. Incorporated the revised contract table 1.3.1 titled "Billable Rate Schedule" as replacement page 7, of the contract which includes two new labor categories as indicated by the change bars.(Reference ReDe's proposals dated September 19, 2008). Adds slip page 7.1.

2. The two new labor categories are attached and are hereby incorporated in "Attachment 3, Position Descriptions" as pages 32 thru 33.

All other terms and conditions herein remain unchanged.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
Tara S. Miller Program MGR		Karen M. Griffin	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED 9/23/08	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer) Karen M. Griffin	16C. DATE SIGNED 9/23/08

NSN 7540-01-152-8070
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

Contract Table 1.3.1
Billable Rate Schedule

Labor Category	Base Period		Option 1		Option 2		Optipn 3		Option 4	
	Hourly Rate	Overtime Rate*	Hourly Rate	Overtime Rate*	Hourly Rate	Overtime Rate*	Hourly Rate	Overtime Rate*	Hourly Rate	Overtime Rate*
Subject to Service Contract Act:										
Accounting Clerk I										
Accounting Clerk II										
Accounting Clerk III										
Administrative Assistant										
Computer Based Training (CBT) Specialist/Instructor										
Computer Systems Analyst I										
Computer Systems Analyst II										
Computer Systems Analyst III										
General Clerk I										
General Clerk II										
General Clerk III										
Personnel Assistant I										
Personnel Assistant II										
Personnel Assistant III										
Secretary I										
Secretary II										
Secretary III										
Exempt from Service Contract Act:										
Accountant I										
Accountant II										
Accountant III										
Business Management Specialist										
HR Assistant										
HR Operations Assistant										
Project Management and Change Management Consultant										
SAP Consultant										
Information Technology Specialist										
Sr. Internal Controls Support										
Logistics Specialist										
Procurement Analyst										
Procurement Business Systems Support I (PBSS I)										
Procurement Business Systems Support II (PBSS II)										
Procurement Specialist										
Program Analyst I (E)										
Program Analyst II (E)										
Program Manager (E)										
Records Management Specialist										
Resource Analyst I										
Senior Accountant										
Senior IT Support Specialist										
Senior Resourse Analyst										
Senior Resourse Analyst Lead										
Training Assistant (Admin Support)										
Training Coordinator										
Training Instructor										
Training Instructor Lead										
Training Manager										
Training Specialist (Admin Support)										
Training Specialist (Computer Support)										
Training Specialist Lead										
Workforce Data Analyst										
Sr. Workforce Data Analyst										
Buyer										
Senior Buyer										
Sr. Contract Specialist (Consultant)										
Resource Analyst II										
Resource Analyst III										
IT Security Program Analyst I										
Privacy Act Management Specialist										
Senior Information Technologist										
Senior IT Audit & Assessment Spec										

Continued

Labor Category	Base Period		Option 1		Option 2		Optipn 3		Option 4	
	Hourly Rate	Overtime Rate*	Hourly Rate	Overtime Rate*	Hourly Rate	Overtime Rate*	Hourly Rate	Overtime Rate*	Hourly Rate	Overtime Rate*
Exempt from Service Contract Act:										
Sr. Cont. Mgmnt. & Prog. Analysis Spec.										
Aviation Safety & Airfield Operation										
Enterprise Architecture Support										
Public Affairs Liason Consultant	-	-								
Sr. Resource Analyst II	-	-								

* The contractor shall submit a request for approval of overtime to the Contracting Officer prior to any overtime worked.

	center) but fluency in all technology domains. Expertise in technology trends and the relevance to business. Expertise in business architecture areas including business process analysis & design and governance. Skills in supporting large/complex teams. Experience with large project implementations including requirements gathering/management, risk management, and schedule development/management reporting and directing the work of others across multitude implementation projects concurrently.	
External Relations Liaison Consultant	Undergraduate degree or at least 15 years of experience in a related field. Demonstrated knowledge of external liaison functions.	Provides overall support to the administration of the KSC External Relations Volunteer Program and perform support services including coordination and implementation of the Volunteer Corps for various activities. The services to be provided include: Receive, review, and collate required information to support review and approval by NASA. Prepare, process, and track the status of area access training and KSC badging requests in conjunction with ensuring approvals are performed. Schedule and facilitate plans for reviewing of required training tapes. Maintain the active volunteer database. Plan, schedule, coordinate, and prepare integrated volunteer support plans for various groups, including media, launch guests, and educational outreach groups. Assist with the coordination and preparation of the annual Volunteer Training Program, and , assist with various activities to ensure the integrated volunteer staffing plans are effectively implemented.
Senior Resource Analyst II	Undergraduate degree or equivalent specialized experience. At least 12 – 15 years of specialized experience as a resource, budget, or program analyst – or equivalent sufficient cross-functional knowledge	Analyze and interpret data for management and technical users. Support database development and maintenance with emphasis on data input, query, and report generation capabilities used in the presentation of the projects' budget, changes and funding. Develop and maintain integrated schedules for the various development projects; Prepare cost analysis for the contract project elements; Support the Program Planning & Budget Execution process.Develop monthly variance and trend analysis.

		Analyze and interpret financial data, contract funding and changes, and provide weekly status. Assist in the monthly cost reporting and funding process; Provide data for the award fee input. Provide monthly tracking and aging reports of open contract changes. Present budget status and recommendations to Senior management. Assist other analysts in special budget exercises; Provide independent budget analysis for management decision making; and Assist with major programs or project budget requirements.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT	1. CONTRACT ID CODE	PAGE OF PAGES 1 11

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
11	See Block 16C		

6. ISSUED BY CODE KSC

NASA/John F. Kennedy Space Center
Office of Procurement
MAIL CODE OP-OS
KENNEDY SPACE CENTER FL 32899

7. ADMINISTERED BY (If other than Item 6) CODE KSC

NASA/Kennedy Space Center
Office of Procurement
MAIL CODE OP-OS
KENNEDY SPACE CENTER FL 32899

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

REDE CRITIQUE A JOINT VENTURE
10001 LAKE FOREST BLVD STE 200
NEW ORLEANS LA 70127-5240

CODE 3YHS3 FACILITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

x 10A. MODIFICATION OF CONTRACT/ORDER NO. NNK08OP06B

10B. DATED (SEE ITEM 13) 03/14/2008

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	
	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	FAR 52.222-41, Service Contract Act of 1965, as amended (Nov 2007)
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this modification is to:

1. Incorporate a revised Wage Determination, Number 2005-2117, Revision 7, dated August 19, 2008, into subject contract. Replacement pages for Section 4, Attachment 1, reflects the change and is hereby attached and made part of this contract.

2. Correct contract Period of Performance start date. Replacement page 27 reflects the change and is hereby attached and made part of this contract.

All other terms and conditions herein remain unchanged.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
Tara S. Miller / Program Mgr		Ellen Lamp	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED 10/8/08	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED 10/8/08

NSN 7540-01-152-8070
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

ATTACHMENT 1

WAGE DETERMINATION

NUMBER 2005-2117, REVISION 7, AUGUST 19, 2008

WD 05-2117 (Rev.-7) was first posted on www.wdol.gov on 08/26/2008
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****

R[illegible]TER OF WAGE DETERMINATIONS UNDER
THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
WASHINGTON D.C. 20210

Shirley F. Ebbesen Division of
Director Wage Determinations

Wage Determination No.: 2005-2117
Revision No.: 7
Date Of Revision: 08/19/2008

State: Florida

Area: Florida Counties of Brevard, Indian River

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	MINIMUM WAGE RATE
01000 - Administrative Support And Clerical Occupations	
01011 - Accounting Clerk I	12.36
01012 - Accounting Clerk II	14.60
01013 - Accounting Clerk III	18.43
01020 - Administrative Assistant	19.20
01040 - Court Reporter	15.96
01051 - Data Entry Operator I	11.69
01052 - Data Entry Operator II	13.31
01060 - Dispatcher, Motor Vehicle	15.81
01070 - Document Preparation Clerk	12.71
01090 - Duplicating Machine Operator	12.71
01111 - General Clerk I	12.38
01112 - General Clerk II	13.29
[illegible]13 - General Clerk III	13.81
[illegible]20 - Housing Referral Assistant	16.88
01141 - Messenger Courier	10.58
01191 - Order Clerk I	11.55
01192 - Order Clerk II	13.60
01261 - Personnel Assistant (Employment) I	13.60
01262 - Personnel Assistant (Employment) II	15.04
01263 - Personnel Assistant (Employment) III	17.12
01270 - Production Control Clerk	18.35
01280 - Receptionist	9.89
01290 - Rental Clerk	12.69
01300 - Scheduler, Maintenance	14.20
01311 - Secretary I	14.20
01312 - Secretary II	15.52
01313 - Secretary III	16.88
01320 - Service Order Dispatcher	14.37
01410 - Supply Technician	18.25
01420 - Survey Worker	15.33
01531 - Travel Clerk I	10.88
01532 - Travel Clerk II	11.76
01533 - Travel Clerk III	12.59
01611 - Word Processor I	12.21
01612 - Word Processor II	13.16
01613 - Word Processor III	15.77
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	18.40
05010 - Automotive Electrician	17.29
05040 - Automotive Glass Installer	16.35
05070 - Automotive Worker	16.35
05110 - Mobile Equipment Servicer	14.76
05130 - Motor Equipment Metal Mechanic	17.98
05160 - Motor Equipment Metal Worker	16.35
05190 - Motor Vehicle Mechanic	17.98
05220 - Motor Vehicle Mechanic Helper	13.89
[illegible]50 - Motor Vehicle Upholstery Worker	15.79
[illegible]80 - Motor Vehicle Wrecker	16.35
05310 - Painter, Automotive	17.18
05340 - Radiator Repair Specialist	16.35
05370 - Tire Repairer	13.08
05400 - Transmission Repair Specialist	17.98
07000 - Food Preparation And Service Occupations	
07010 - Baker	12.08

07041 - Cook I	11.12
07042 - Cook II	12.08
07070 - Dishwasher	7.82
07080 - Food Service Worker	9.41
07210 - Meat Cutter	13.99
07260 - Waiter/Waitress	8.52
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	17.08
09040 - Furniture Handler	12.39
09080 - Furniture Refinisher	15.76
09090 - Furniture Refinisher Helper	12.74
09110 - Furniture Repairer, Minor	14.28
09130 - Upholsterer	15.76
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	9.32
11060 - Elevator Operator	9.32
11090 - Gardener	11.75
11122 - Housekeeping Aide	10.57
11150 - Janitor	10.00
11210 - Laborer, Grounds Maintenance	9.85
11240 - Maid or Houseman	8.27
11260 - Pruner	8.95
11270 - Tractor Operator	11.48
11330 - Trail Maintenance Worker	9.85
11360 - Window Cleaner	10.97
12000 - Health Occupations	
12010 - Ambulance Driver	15.46
12011 - Breath Alcohol Technician	17.67
12012 - Certified Occupational Therapist Assistant	23.88
12015 - Certified Physical Therapist Assistant	22.90
12020 - Dental Assistant	15.19
12025 - Dental Hygienist	23.81
12030 - EKG Technician	16.95
12035 - Electroneurodiagnostic Technologist	16.95
12040 - Emergency Medical Technician	15.46
12071 - Licensed Practical Nurse I	15.85
12072 - Licensed Practical Nurse II	17.75
12073 - Licensed Practical Nurse III	18.05
12100 - Medical Assistant	11.26
12130 - Medical Laboratory Technician	15.82
12160 - Medical Record Clerk	14.62
12190 - Medical Record Technician	15.17
12195 - Medical Transcriptionist	13.21
12210 - Nuclear Medicine Technologist	29.51
12221 - Nursing Assistant I	10.02
12222 - Nursing Assistant II	11.26
12223 - Nursing Assistant III	12.28
12224 - Nursing Assistant IV	13.80
12235 - Optical Dispenser	15.93
12236 - Optical Technician	13.58
12250 - Pharmacy Technician	11.63
12280 - Phlebotomist	13.80
12305 - Radiologic Technologist	21.82
12311 - Registered Nurse I	20.75
12312 - Registered Nurse II	25.38
12313 - Registered Nurse II, Specialist	25.38
12314 - Registered Nurse III	30.72
12315 - Registered Nurse III, Anesthetist	30.72
12316 - Registered Nurse IV	36.82
12317 - Scheduler (Drug and Alcohol Testing)	21.89
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	17.52
13012 - Exhibits Specialist II	20.85
13013 - Exhibits Specialist III	22.80
13041 - Illustrator I	16.29
13042 - Illustrator II	19.38
13043 - Illustrator III	21.19
13047 - Librarian	22.41
13050 - Library Aide/Clerk	9.91
13054 - Library Information Technology Systems Administrator	20.85
13058 - Library Technician	13.68
13061 - Media Specialist I	15.05
13062 - Media Specialist II	16.55
13063 - Media Specialist III	17.31
13071 - Photographer I	12.95
13072 - Photographer II	15.52
13073 - Photographer III	18.65
13074 - Photographer IV	20.40

13075 - Photographer V	22.55
13110 - Video Teleconference Technician	14.31
14000 - Information Technology Occupations	
14041 - Computer Operator I	15.83
14042 - Computer Operator II	17.22
14043 - Computer Operator III	19.31
14044 - Computer Operator IV	21.20
14045 - Computer Operator V	23.65
14071 - Computer Programmer I (1)	20.88
14072 - Computer Programmer II (1)	25.76
14073 - Computer Programmer III (1)	
14074 - Computer Programmer IV (1)	
14101 - Computer Systems Analyst I (1)	
14102 - Computer Systems Analyst II (1)	
14103 - Computer Systems Analyst III (1)	
14150 - Peripheral Equipment Operator	15.83
14160 - Personal Computer Support Technician	21.20
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	26.31
15020 - Aircrew Training Devices Instructor (Rated)	31.82
15030 - Air Crew Training Devices Instructor (Pilot)	35.00
15050 - Computer Based Training Specialist / Instructor	27.62
15060 - Educational Technologist	21.48
15070 - Flight Instructor (Pilot)	35.00
15080 - Graphic Artist	20.58
15090 - Technical Instructor	20.17
15095 - Technical Instructor/Course Developer	24.69
15110 - Test Proctor	16.27
15120 - Tutor	16.27
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	8.04
16030 - Counter Attendant	8.04
16040 - Dry Cleaner	10.03
16070 - Finisher, Flatwork, Machine	8.04
16090 - Presser, Hand	8.04
16110 - Presser, Machine, Drycleaning	8.04
16130 - Presser, Machine, Shirts	8.04
16160 - Presser, Machine, Wearing Apparel, Laundry	8.04
16190 - Sewing Machine Operator	10.68
16220 - Tailor	11.35
16250 - Washer, Machine	8.70
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	17.55
19040 - Tool And Die Maker	20.86
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	12.05
21030 - Material Coordinator	19.05
21040 - Material Expediter	19.05
21050 - Material Handling Laborer	10.24
21071 - Order Filler	11.67
21080 - Production Line Worker (Food Processing)	13.84
21110 - Shipping Packer	13.12
21130 - Shipping/Receiving Clerk	13.17
21140 - Store Worker I	11.27
21150 - Stock Clerk	14.99
21210 - Tools And Parts Attendant	14.66
21410 - Warehouse Specialist	14.58
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	23.29
23021 - Aircraft Mechanic I	22.18
23022 - Aircraft Mechanic II	23.29
23023 - Aircraft Mechanic III	24.46
23040 - Aircraft Mechanic Helper	15.59
23050 - Aircraft, Painter	19.14
23060 - Aircraft Servicer	17.47
23080 - Aircraft Worker	18.35
23110 - Appliance Mechanic	16.96
23120 - Bicycle Repairer	13.08
23125 - Cable Splicer	22.58
23130 - Carpenter, Maintenance	16.77
23140 - Carpet Layer	15.19
23160 - Electrician, Maintenance	18.94
23181 - Electronics Technician Maintenance I	18.72
23182 - Electronics Technician Maintenance II	22.70
23183 - Electronics Technician Maintenance III	25.49
23260 - Fabric Worker	14.96
23290 - Fire Alarm System Mechanic	17.44
23310 - Fire Extinguisher Repairer	13.88

23311 - Fuel Distribution System Mechanic 17.44
23312 - Fuel Distribution System Operator 16.75
[illegible]70 - General Maintenance Worker 17.61
[illegible]80 - Ground Support Equipment Mechanic 22.18
23381 - Ground Support Equipment Servicer 17.47
23382 - Ground Support Equipment Worker 18.35
23391 - Gunsmith I 17.56
23392 - Gunsmith II 20.20
23393 - Gunsmith III 22.75
23410 - Heating, Ventilation And Air-Conditioning Mechanic 16.81
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility) 17.77
23430 - Heavy Equipment Mechanic 18.52
23440 - Heavy Equipment Operator 16.89
23460 - Instrument Mechanic 18.00
23465 - Laboratory/Shelter Mechanic 20.21
23470 - Laborer 11.04
23510 - Locksmith 16.96
23530 - Machinery Maintenance Mechanic 21.72
23550 - Machinist, Maintenance 17.68
23580 - Maintenance Trades Helper 12.74
23591 - Metrology Technician I 18.00
23592 - Metrology Technician II 18.89
23593 - Metrology Technician III 19.84
23640 - Millwright 20.21
23710 - Office Appliance Repairer 18.13
23760 - Painter, Maintenance 15.76
23790 - Pipefitter, Maintenance 16.79
23810 - Plumber, Maintenance 16.05
23820 - Pneudraulic Systems Mechanic 18.00
23850 - Rigger 17.99
23870 - Scale Mechanic 15.97
23890 - Sheet-Metal Worker, Maintenance 17.64
23910 - Small Engine Mechanic 15.00
23931 - Telecommunications Mechanic I 21.95
23932 - Telecommunications Mechanic II 22.94
[illegible]50 - Telephone Lineman 18.14
[illegible]60 - Welder, Combination, Maintenance 16.49
23965 - Well Driller 18.00
23970 - Woodcraft Worker 18.00
23980 - Woodworker 13.88
24000 - Personal Needs Occupations
24570 - Child Care Attendant 8.47
24580 - Child Care Center Clerk 12.13
24610 - Chore Aide 9.57
24620 - Family Readiness And Support Services Coordinator 12.05
24630 - Homemaker 14.84
25000 - Plant And System Operations Occupations
25010 - Boiler Tender 18.77
25040 - Sewage Plant Operator 17.69
25070 - Stationary Engineer 18.77
25190 - Ventilation Equipment Tender 13.43
25210 - Water Treatment Plant Operator 17.69
27000 - Protective Service Occupations
27004 - Alarm Monitor 14.03
27007 - Baggage Inspector 11.76
27008 - Corrections Officer 17.06
27010 - Court Security Officer 18.49
27030 - Detection Dog Handler 17.09
27040 - Detention Officer 17.06
27070 - Firefighter 17.70
27101 - Guard I 11.76
27102 - Guard II 17.09
27131 - Police Officer I 19.19
27132 - Police Officer II 21.34
28000 - Recreation Occupations
28041 - Carnival Equipment Operator 11.83
28042 - Carnival Equipment Repairer 12.11
28043 - Carnival Equpment Worker 8.15
28210 - Gate Attendant/Gate Tender 12.73
[illegible]10 - Lifeguard 11.34
[illegible]50 - Park Attendant (Aide) 14.24
28510 - Recreation Aide/Health Facility Attendant 10.39
28515 - Recreation Specialist 17.64
28630 - Sports Official 11.34
28690 - Swimming Pool Operator 14.79
29000 - Stevedoring/Longshoremen Occupational Services
29010 - Blocker And Bracer 17.76

29020 - Hatch Tender	17.76
29030 - Line Handler	17.76
41 - Stevedore I	17.02
42 - Stevedore II	18.85
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (2)	33.96
30011 - Air Traffic Control Specialist, Station (HFO) (2)	23.42
30012 - Air Traffic Control Specialist, Terminal (HFO) (2)	25.79
30021 - Archeological Technician I	14.56
30022 - Archeological Technician II	16.54
30023 - Archeological Technician III	20.23
30030 - Cartographic Technician	19.71
30040 - Civil Engineering Technician	20.89
30061 - Drafter/CAD Operator I	11.70
30062 - Drafter/CAD Operator II	15.05
30063 - Drafter/CAD Operator III	18.21
30064 - Drafter/CAD Operator IV	19.71
30081 - Engineering Technician I	12.91
30082 - Engineering Technician II	16.41
30083 - Engineering Technician III	18.88
30084 - Engineering Technician IV	22.77
30085 - Engineering Technician V	27.04
30086 - Engineering Technician VI	29.89
30090 - Environmental Technician	18.78
30210 - Laboratory Technician	22.77
30240 - Mathematical Technician	19.22
30361 - Paralegal/Legal Assistant I	13.81
30362 - Paralegal/Legal Assistant II	18.68
30363 - Paralegal/Legal Assistant III	22.84
30364 - Paralegal/Legal Assistant IV	27.66
30390 - Photo-Optics Technician	19.71
30461 - Technical Writer I	17.38
30462 - Technical Writer II	21.25
30463 - Technical Writer III	25.70
30491 - Unexploded Ordnance (UXO) Technician I	21.58
30492 - Unexploded Ordnance (UXO) Technician II	26.11
93 - Unexploded Ordnance (UXO) Technician III	31.30
94 - Unexploded (UXO) Safety Escort	21.58
30495 - Unexploded (UXO) Sweep Personnel	21.58
30620 - Weather Observer, Combined Upper Air Or Surface Programs (2)	18.21
30621 - Weather Observer, Senior (2)	19.59
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	10.94
31030 - Bus Driver	10.59
31043 - Driver Courier	15.56
31260 - Parking and Lot Attendant	11.35
31290 - Shuttle Bus Driver	10.93
31310 - Taxi Driver	13.42
31361 - Truckdriver, Light	13.75
31362 - Truckdriver, Medium	14.51
31363 - Truckdriver, Heavy	15.16
31364 - Truckdriver, Tractor-Trailer	15.16
99000 - Miscellaneous Occupations	
99030 - Cashier	8.84
99050 - Desk Clerk	9.13
99095 - Embalmer	22.02
99251 - Laboratory Animal Caretaker I	10.25
99252 - Laboratory Animal Caretaker II	11.13
99310 - Mortician	22.59
99410 - Pest Controller	12.43
99510 - Photofinishing Worker	10.68
99710 - Recycling Laborer	11.69
99711 - Recycling Specialist	14.40
99730 - Refuse Collector	11.13
99810 - Sales Clerk	10.60
99820 - School Crossing Guard	10.27
99830 - Survey Party Chief	14.45
99831 - Surveying Aide	9.58
99832 - Surveying Technician	13.14
99840 - Vending Machine Attendant	13.23
41 - Vending Machine Repairer	15.46
42 - Vending Machine Repairer Helper	13.23

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: $3.24 per hour or $129.60 per week or $561.60 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, 4 weeks after 15 years, and 5 weeks after 20 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

1) Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than $27.63 (or on a salary or fee basis at a rate not less than $455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds $27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordinance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the

like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordance, explosives, and incendiary material differential pay.

** UNIFORM ALLOWANCE **

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of $3.35 per week (or $.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at http://www.dol.gov/esa/whd/ or through the Wage Determinations On-Line (WDOL) Web site at http://wdol.gov/.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

1) When preparing the bid, the contractor identifies the need for a conformed occupation) and computes a proposed rate).

2) After contract award, the contractor prepares a written report listing in order proposed classification title), a Federal grade equivalency (FGE) for each proposed classification), job description), and rationale for proposed wage rate), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.

3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).

4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.

5) The contracting officer transmits the Wage and Hour decision to the contractor.

6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

(1) Office space, work area space, and utilities. Government telephones are available for official purposes only.

(2) Office furniture.

(3) Computers with e-mail capability and access to the Internet, facsimile and photocopier machines.

(i) If the Contractor acquires property, title to which vests in the Government pursuant to other provisions of this contract, this property also shall become accountable to the Government upon its entry into Government records.

(ii) The Contractor shall not bring to the installation for use under this contract any property owned or leased by the Contractor, or other property that the Contractor is accountable for under any other Government contract, without the Contracting Officer's prior written approval.

(4) Supplies from stores stock.

(5) Publications and blank forms stocked by the installation.

(6) Safety and fire protection for Contractor personnel and facilities.

(7) Installation service facilities: None.

(8) Medical treatment of a first-aid nature for Contractor personnel injuries or illnesses sustained during on-site duty.

(9) Cafeteria privileges for Contractor employees during normal operating hours.

(10) Building maintenance for facilities occupied by Contractor personnel.

(11) Moving and hauling for office moves, movement of large equipment, and delivery of supplies. Moving services may be provided on-site, as approved by the Contracting Officer.

(End of clause)

2.30 PERIOD OF PERFORMANCE

The period of performance of this contract is from 5/1/08 to 9/30/09

(End of clause)

2.31 PLACE OF PERFORMANCE - SERVICES

The services to be performed under this contact shall be performed at the following location(s): NASA John F. Kennedy Space Center; Cape Canaveral Air Force Station; Patrick Air Force Base, FL. And any other location authorized by the Contracting Officer.

(End of clause)

2.32 52.219-11 SPECIAL 8(A) CONTRACT CONDITIONS (FEB 1990)(DEVIATION)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE 1 OF PAGES 1

2. AMENDMENT/MODIFICATION NO. 12

3. EFFECTIVE DATE See Block 16C

4. REQUISITION/PURCHASE REQ. NO.

5. PROJECT NO. (If applicable)

6. ISSUED BY CODE KSC

NASA/John F. Kennedy Space Center
Office of Procurement
MAIL CODE OP-OS
KENNEDY SPACE CENTER FL 32899

7. ADMINISTERED BY (If other than Item 6) CODE KSC

NASA/Kennedy Space Center
Office of Procurement
MAIL CODE OP-OS
KENNEDY SPACE CENTER FL 32899

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

REDE CRITIQUE A JOINT VENTURE
10001 LAKE FOREST BLVD STE 200
NEW ORLEANS LA 70127-5240

CODE 3YHS3 FACILITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

x 10A. MODIFICATION OF CONTRACT/ORDER NO. NNK08OP06B

10B. DATED (SEE ITEM 13) 03/14/2008

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	
	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Mutual Agreement of the Parties

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this modification is to:

1. Incorporate the revised contract table 1.3.1 entitled "Billable Rate Schedule" as replacement page 7, of the contract, which includes one new labor category, Business and Administrative Support Consultant, as annotated by the change bar. Reference ReDe's proposal dated October 7, 2008.

2. The new labor category is attached and is hereby incorporated into "Attachment 3, Position Descriptions" as annotated by the change bar.

3. Alphabetize contract table 1.3.1 "Billable Rate Schedule" and Attachment 3, "Position Descriptions".

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Dr. Hubert D. Glover President

15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)

15C. DATE SIGNED October 20, 2008

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Ellen Lamp

16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)

16C. DATE SIGNED 10/20/2008

NSN 7540-01-152-8070
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

ST = Straight Time
OT = Overtime

Contract Table 1.3.1
Billable Rate Schedule

Labor Category	Base Period		Option 1		Option 2		Option 3		Option 4	
	ST Rate	OT Rate*	ST Rate	OT Rate*	ST Rate	OT Rate*	ST Rate	OT Rate*	ST Rate	OT Rate*
[redacted]										
Accounting Clerk I										
Accounting Clerk II										
Accounting Clerk III										
Administrative Assistant										
Computer Based Training (CBT) Specialist/Instructor										
Computer Systems Analyst I										
Computer Systems Analyst II										
Computer Systems Analyst III										
General Clerk I										
General Clerk II										
General Clerk III										
Personnel Assistant I										
Personnel Assistant II										
Personnel Assistant III										
Secretary I										
Secretary II										
Secretary III										
[redacted]										
Accountant I										
Accountant II										
Accountant III										
Accountant, Senior										
Aviation Safety & Airfield Operation										
Business and Administrative Support Consultant										
Business Management Specialist										
Buyer										
Buyer, Senior										
Contract Mgt & Prog. Analysis Spec., Senior										
Contract Specialist (Consultant), Senior										
Enterprise Architecture Support										
HR Assistant										
HR Operations Assistant										
Internal Controls Analyst, Senior										
IT Audit & Assessment Spec, Senior										
IT Security Program Analyst I										
IT Specialist										
IT Support Specialist, Senior										
IT, Senior										
Logistics Specialist										
Privacy Act Management Specialist										
Procurement Analyst										
Procurement Business Systems Support I (PBSS I)										
Procurement Business Systems Support II (PBSS II)										
Procurement Specialist										
Program Analyst I (E)										
Program Analyst II (E)										
Program Manager (E)										
Project Control Consultant, Senior										
Project Mgt and Change Mgt Consultant										
Public Affairs Liaison Consultant										
Records Management Specialist										
Resource Analyst I										
Resource Analyst II										
Resource Analyst II, Senior										
Resource Analyst III										
Resource Analyst Lead, Senior										
Resource Analyst, Senior										
SAP Consultant										
Training Assistant (Admin Support)										
Training Coordinator										
Training Instructor										
Training Instructor Lead										
Training Manager										
Training Specialist (Admin Support)										
Training Specialist (Computer Support)										
Training Specialist Lead										
Workforce Data Analyst										
Workforce Data Analyst, Senior										

* The contractor shall submit a request for approval of overtime to the Contracting Officer prior to any overtime worked.

Statement of Work (SoW)

Office of Safety and Mission Assurance s (SA)

1.0 Background

The Safety and Mission Assurance (S&MA) Directorate's Business and Administration Office at Kennedy Space Center (KSC) provides comprehensive administrative and management support to the directorate in areas of personnel matters, workforce planning, employee performance evaluation management, awards, training, implementation of property management and control, records management, and space utilization.

Due to the volume of administrative support provided by the Business and Administration Office, additional support is needed to meet the needs of the directorate. To ensure that the Business Administration Office has the capability to meet its objectives, S&MA has a requirement to establish a contract with a firm that can provide administrative support professionals to assist the Business and Administration Office.

1.1 Administrative Support Services

Scope

In order to support the Business and Administration Office, S&MA seeks to retain the services of qualified professionals, capable of providing a wide range of administrative support services. Administrative support shall be limited to the S&MA Directorate at KSC. In addition to the Business and Administration Office, the S&MA Directorate includes two additional offices, and six separate divisions.

Task Description

The contractor shall work in exclusive collaboration with the Business and Administration Office staff to accomplish a variety of administrative tasks. Tasks not identified below, but of an administrative nature, may be issued by the Chief of the Business and Administrative Office.

The nature of the administrative support is wide and varied, and is based on the needs of the multiple program divisions within S&MA. Because of this, the list provided below should not be considered all-inclusive of the administrative tasks to be performed. However, the list provides a significant sampling of the types of work the Business and Administrative Office has engaged in for the last several years.

1. Management of GSA assigned fleet.

Contractor shall be responsible for inputting the mileage used for each vehicle on a monthly basis in to the GSA database; coordinating all recalls on any vehicles, maintaining a listing of recommended and authorized car repair dealerships in the area, and coordinating with the GSA points of contacts on any issues that arise concerning the government vehicles.

2. Key Control.

Contractor shall prepare required forms and obtain signature authorization from the organization's Key Control Officer; prepare documentation for keys being turned in, lost keys and maintain a key control log for the organization.

3. Document Control.

Contractor shall be required to assist the Business and Administrative Office in maintaining document control which shall include, but is not limited to, personnel actions, annual performance appraisals and performance awards and training.

4. Parking/hang tags.

Contractor shall process all documentation required to obtain parking and hang tags when directed by the Administrative Officer. This requires preparing documents, processing the requests through the Center Operations Directorate, providing the hang tag to the employee and keeping a log of hang tags for the organization.

5. Pagers.

Process all requests for issuance and turn in of pagers. Request shall be coordinated through the IDI contractor. Turn in of pagers is accomplished by the employee providing the device to the contractor or personally returning the device to the IDI contractor. Contractor shall prepare and maintain a log of all pagers in the organization.

6. Managing & providing Opportunity for Improvement (OFI) support to the directorate.

Contractor shall collect customer complaints, suggestions, & innovations and ensure they get to the appropriate organizations for resolution, ensure that corrective and preventive action is taken, implement a system when action is not taken, and ensure the requirements of NPD 1280.1 and the KSC Business Management Systems Manual are met. Contractor shall provide a weekly report of outstanding OFI's (both electronic and hard copy) for review.

7. Preparation of travel authorizations and travel vouchers.

Contractor shall prepare various travel documents (authorizations, vouchers, invitational orders) as requested. Shall be the focal point for the organization for travel manager application utilization.

8. Monthly report NASA Bankcard Utilization:

Contractor shall collect the reconciliation report from each SA purchase card holder on a monthly basis and log the transactions into a monthly report.

9. Spreadsheets & Presentations:

Contractor shall be required to prepare various spreadsheets and presentations utilizing Excel, Word and Power Point which requires proficiency in these applications.

10. Miscellaneous:

Other miscellaneous administrative support as required which may include, but is not limited to, updating telephone and emergency notification lists, office leave calendar, providing support to administrative functional leads (Training Officer, DFUM, Administrative Officer, Competency Management Coordinator) within the office, and providing backup support for other administrative functions within the office.

Deliverables

The following shall be considered as deliverables under this contract:

1. GSA Monthly Report
2. Preparation and maintenance of the key control log as changes occur
3. Processing and maintaining a log of parking and hang tags as changes occur
4. Processing maintaining a log of pagers as changes occur.
5. Weekly updates to the directorate Opportunity for Improvement (OFI) template.
6. Monthly bankcard expenditures report.
7. Monthly Activity/Status Reports.

Contractor Responsibilities

In the provision of the above products and services, the Contractor shall:

1. Work in conjunction and close contact with S&MA personnel to accomplish administrative and business activities.
2. Attend weekly staff meetings to coordinate the progress of activities.
3. Prepare written reports and be prepared to orally present results.
4. In addition to the timely submission of all deliverables and fulfillment of obligations specified within the contract, it is the responsibility of the Contractor to facilitate and maintain regular communication with the SA Business and Administrative office. Communication is defined as all reasonable effort to inform all parties of plans, decisions, proposed approaches, implementation, and results of work, to ensure that the project is progressing well and in accordance with expectations. Communication shall include: phone calls, electronic mail, faxes, mailings, and meetings. In addition, the Contractor is to immediately notify the Contracting Officer (CO), Contracting Officer's Technical Representative (COTR), and the SA Business and Administrative Office of any issues, problems, or areas of concern in relation to any work completed under the Contract, as they arise.

General Information

Workspace for on-site contractor employee shall be located in the headquarters building of Kennedy Space Center (access to Kennedy Space Center is required).

1.2 Personnel Support Services

Scope

The nature of the personnel support is wide and varied, and is based on the needs of the multiple programs within S&MA. Because of this, the tasks identified should not be considered all-inclusive of the tasks to be performed. This office seeks to retain the services of qualified a professional capable of providing a wide range of personnel support. The S&MA Directorate includes the Front Office, Business and Administrative Office and six separate divisions, contractors and DCMA support with over 250 civil service employees and 50 contractors.

Task Description

The contractor shall provide transactional, personnel, administrative, and other processing and functional support to the S&MA Directorate. The contractor shall support regular duty hours (8:00 a.m. – 4:30 p.m.), three (3) days per week or as otherwise specified by S&MA. The Chief, Business and Administrative Office in S&MA or representative(s) shall provide general guidance for the accomplishment of day-to-day tasks, planning, and related activities. The contractor shall maintain reliable communications with the KSC Business and Administrative Office and the KSC Human Resources Office (HRO).

The contractor shall work in collaboration with the Business and Administration Office staff, specifically the S&MA Administrative Officer, and the Human Resources Specialist (HRS) assigned to the S&MA Directorate, to accomplish a variety of activities. Tasks not identified below, but of personnel nature, may be issued by the Chief of the Business and Administrative Office.

Position Descriptions (PDs)

The contractor shall rewrite all PDs that over five (5) years old. There are currently fifteen (15) PDs to be rewritten. The contractor shall begin with the oldest PD and revise or update from that point. The contractor shall meet with various S&MA Division Chiefs to determine the changes that are required and shall generate updated PDs. Content of PDs shall be developed in accordance with current NASA, OPM and other Federal PD classification standards at the grade levels and within the job series being requested. A major duty statement and Position Designation Record for each PD shall also be prepared.

Reorganization/Realignments

The contractor shall work in collaboration with the Business and Administration Office, the S&MA Division Chiefs and the HRS to accomplish a variety of activities related to reorganizations and/or realignments.

1. Utilize the KSC reorganization/realignment checklist found in KDP-F-3132, Rev Basic, to ensure all processes have been completed

2. Develop new or update current PDs that may be required to support the reorganization/realignment. New PDs shall be forwarded to the S&MA Administrative Officer and HRS for classification. A major duty statement and Position Designation Record for each PD shall also be prepared.

3. Perform basic position management review including supervisory ratio analysis.

4. Review current S&MA Business Operations Agreement (BOA). If changes are required, provide change information to the S&MA Integration Office (SA-G).

5. Create overall summary of changes for review by the S&MA Administrative Officer and HRS including new and revised organization charts and to/from lists.

Deliverables:

1. Attend weekly staff meetings to coordinate the progress of activities.
2. Prepare summary and brief monthly status report of activities.
3. All revised positions descriptions over five (5) years old shall be delivered. If unable to complete all PDs, the contractor shall notify the Chief, Business and Administration Office of issues or problems that precluded providing final documents.
4. Finalize the reorganization/realignment documentation. If unable to complete the reorganization/realignment, the contractor shall notify the Chief, Business and Administration Office of issues or problems that precluded completion.

In addition to the timely submission of all deliverables and fulfillment of obligations specified within the contract, it is the responsibility of the Contractor to facilitate and maintain regular and reliable communication with the S&MA Business and Administrative office. Communication is defined as all reasonable effort to inform all parties of plans, decisions, proposed approaches, implementation, and results of work, to ensure that the project is progressing well and in accordance with expectations. Communication may include: phone calls, electronic mail, faxes, mailings, and meetings. In addition, the Contractor is to immediately notify the S&MA Chief, Business and Administrative Office of any issues, problems, or areas of concern in relation to any work completed under the Contract, as they arise.

General Information

Workspace for on-site contractor employee shall be located in the headquarters building of Kennedy Space Center (access to Kennedy Space Center is required). Normal office facilities (computer, desk, telephone, etc.) shall be provided by the government.

The position described below shall provide business management support for the Resources Management functions.

Resource Analyst Services

(1) Analyze and interpret data for management and technical users
(2) Support database development and maintenance with emphasis on data query, and report generation capabilities used in the presentation of the projects' budget, changes and funding
(3) Develop and maintain integrated schedules for the various development projects
(4) Prepare cost analysis for the contract project elements
(5) Support the Program Planning & Budget Execution process
(6) Develop monthly variance and trend analysis
(7) Analyze and interpret financial data
(8) Assist in the monthly cost reporting and funding process
(9) Assist in the development of yearly phasing plans
(10) Analyze and track FTE/WYE labor charging

Deliverables

- Monthly Budget Review Charts
- Yearly Phasing Plans by Program
- PPBE Submissions by Program
- Variance Analysis as required
- FTE/WYE Tracking reports

Business and Administrative Support Services

Provides business office support in the areas of personnel and administration. The support includes various functions relating to personnel management services to include drafting position descriptions and the related major duty statements, ensuring that all drafts are developed in accordance with current NASA, OPM, and all other authoritative guidelines, and properly and timely communicating the results to all appropriate stakeholders. Duties may also include working on various elements of reorganizations and/or realignments. The duties include those found in the appropriate NASA regulations, updating the respective Business Operations Agreement (BOA) and providing periodic status reports for review.

Labor Category	Qualifications	Position Description
EXEMPT from Service Contract Act		
BUSINESS & ADMINISTRATIVE SUPPORT CONSULTANT	Undergraduate degree or equivalent of specialized experience. Demonstrated knowledge of Federal personnel and administrative regulations.	Provides business office support in the areas of personnel and administration. The support includes various functions relating to personnel management services to include drafting position descriptions and the related major duty statements, ensuring that all drafts are developed in accordance with current NASA, OPM, and all other authoritative guidelines, and properly and timely communicating the results to all appropriate stakeholders. Duties may also include working on various elements of reorganizations and/or realignments. The duties include those found in the appropriate NASA regulations, updating the respective Business Operations Agreement (BOA) and providing periodic status reports for review.
BUSINESS MANAGEMENT SPECIALIST	Undergraduate degree or equivalent of specialized professional experience. Demonstrated knowledge of Travel Manager and Federal Travel Regulations.	Prepare monthly status reports and metric data within the Travel Office functional area. Assist with Travel Manager training in either a group setting or one-on-one for new personnel, approvers and reviewers. Prepare written procedures required by functional personnel. Coordinate changes and assist in preparation of training manuals/material. Manage and update all forms and manual containing KSC SAR information. Review and clear, on daily basis, CI Travel queue for upcoming travel. Contact traveler to ensure valid trip, ensure authorization initiated. Contact Resource Management Analyst when travel authorization is awaiting their approval, where delayed approval puts impending travel in jeopardy. Perform duties as the liaison between NASA Management and Contractor Management. (GS-12)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE		PAGE OF PAGES	1 / 1
2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
0013	See Block 16C		

6. ISSUED BY CODE KSC

NASA/John F. Kennedy Space Center
Office of Procurement
MAIL CODE OP-OS
KENNEDY SPACE CENTER FL 32899

7. ADMINISTERED BY (If other than Item 6) CODE KSC

NASA/Kennedy Space Center
Office of Procurement
MAIL CODE OP-OS
KENNEDY SPACE CENTER FL 32899

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

REDE CRITIQUE A JOINT VENTURE
10001 LAKE FOREST BLVD STE 200
NEW ORLEANS LA 70127-5240

CODE 3YHS3 FACILITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

x 10A. MODIFICATION OF CONTRACT/ORDER NO. NNK08OP06B

10B. DATED (SEE ITEM 13) 03/14/2008

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE

A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

X D. OTHER (Specify type of modification and authority) Mutual Agreement of the Parties

E. IMPORTANT: Contractor ☐ is not. ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this modification is to:

1. Incorporate the corrected contract table 1.3.1 entitled "Billable Rate Schedule" as replacement page 7, of the contract, which includes both revised rates & a new labor category, Senior Launch Integration Training Consultant, as annotated by the change bar. Reference ReDe's proposals dated October 2, 2008 and October 22, 2008.
2. The new labor category is attached and is hereby incorporated into Attachment 3, "Position Descriptions" as annotated by the change bar.
3. Replacement page 16.1 incorporates Work Year Equivalent (WYE) definition into the contract as annotated by the change bar.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
Dr. Hubert D. Glover President		Ellen Lamp	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED October 23, 2008	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED 10/23/2008

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Previous edition unusable

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

ST = Straight Time
OT = Overtime

Contract Table 1.3.1
Billable Rate Schedule

Labor Category	Base Period		Option 1		Option 2		Option 3		Option 4	
	ST Rate	OT Rate*	ST Rate	OT Rate*	ST Rate	OT Rate*	ST Rate	OT Rate*	ST Rate	OT Rate*
Subject to Service Contract Act										
Accounting Clerk I										
Accounting Clerk II										
Accounting Clerk III										
Administrative Assistant										
Computer Based Training (CBT) Specialist/Instructor										
Computer Systems Analyst I										
Computer Systems Analyst II										
Computer Systems Analyst III										
General Clerk I										
General Clerk II										
General Clerk III										
Personnel Assistant I										
Personnel Assistant II										
Personnel Assistant III										
Secretary I										
Secretary II										
Secretary III										
Exempt from Service Contract Act										
Accountant I										
Accountant II										
Accountant III										
Accountant, Senior										
Aviation Safety & Airfield Operation										
Business and Administrative Support Consultant										
Business Management Specialist										
Buyer										
Buyer, Senior										
Contract Mgt & Prog. Analysis Spec., Senior										
Contract Specialist (Consultant), Senior										
Enterprise Architecture Support										
HR Assistant										
HR Operations Assistant										
Internal Controls Analyst, Senior										
IT Audit & Assessment Spec, Senior										
IT Security Program Analyst I										
IT Specialist										
IT Support Specialist, Senior										
IT, Senior										
Launch Integration Training Consultant, Senior										
Logistics Specialist										
Privacy Act Management Specialist										
Procurement Analyst										
Procurement Business Systems Support I (PBSS I)										
Procurement Business Systems Support II (PBSS II)										
Procurement Specialist										
Program Analyst I (E)										
Program Analyst II (E)										
Program Manager (E)										
Project Control Consultant, Senior										
Project Mgt and Change Mgt Consultant										
Public Affairs Liaison Consultant										
Records Management Specialist										
Resource Analyst I										
Resource Analyst II										
Resource Analyst II, Senior										
Resource Analyst III										
Resource Analyst Lead, Senior										
Resource Analyst, Senior										
SAP Consultant										
Training Assistant (Admin Support)										
Training Coordinator										
Training Instructor										
Training Instructor Lead										
Training Manager										
Training Specialist (Admin Support)										
Training Specialist (Computer Support)										
Training Specialist Lead										
Workforce Data Analyst										
Workforce Data Analyst, Senior										

10/22/08

* The contractor shall submit a request for approval of overtime to the Contracting Officer prior to any overtime worked.

The Government will pay the Contractor as follows upon the submission of vouchers approved by the Contracting Officer or the authorized representative:

(a) Hourly rate. (1) Hourly rate means the rate(s) prescribed in the contract for payment for labor that meets the labor category qualifications of a labor category specified in the contract that are-

(i) Performed by the Contractor;

(ii) Performed by the subcontractors; or

(iii) Transferred between divisions, subsidiaries, or affiliates of the Contractor under a common control.

(2) The amounts shall be computed by multiplying the appropriate hourly rates prescribed in the Schedule by the number of direct labor hours performed. The labor hours are based on the work year equivalent (WYE), which represents the hours an average contractor/subcontractor employee reports to their assigned duty location, not including holidays and leave.

(3) The hourly rates shall be paid for all labor performed on the contract that meets the labor qualifications specified in the contract. Labor hours incurred to perform tasks for which labor qualifications were specified in the contract will not be paid to the extent the work is performed by employees that do not meet the qualifications specified in the contract, unless specifically authorized by the Contracting Officer.

(4) The hourly rates shall include wages, indirect costs, general and administrative expense, and profit. Fractional parts of an hour shall be payable on a prorated basis.

(5) Vouchers may be submitted once each month (or at more frequent intervals, if approved by the Contracting Officer), to the Contracting Officer or authorized representative. The Contractor shall substantiate vouchers (including any subcontractor hours reimbursed at the hourly rate in the schedule) by evidence of actual payment and by--

(i) Individual daily job timekeeping records;

(ii) Records that verify the employees meet the qualifications for the labor categories specified in the contract; or

(iii) Other substantiation approved by the Contracting Officer.

(6) Promptly after receipt of each substantiated voucher, the Government shall, except as otherwise provided in this contract, and subject to the terms of paragraph (e) of this clause, pay the voucher as approved by the Contracting Officer or authorized representative.

(7) Unless otherwise prescribed in the Schedule, the Contracting Officer may unilaterally issue a contract modification requiring the Contractor to withhold amounts from its billings until a reserve is set aside in an amount that the Contracting Officer considers necessary to protect the Government's interests. The Contracting Officer may require a withhold of 5 percent of the amounts due under paragraph (a) of this clause, but the total amount withheld for the contract shall not exceed $50,000. The amounts withheld shall be retained until the Contractor executes and delivers the release required by paragraph (g) of this clause.

(8) Unless the Schedule prescribes otherwise, the hourly rates in the Schedule shall not be varied by virtue of the Contractor having performed work on an overtime basis. If no overtime

Section 4

ATTACHMENT 3

POSITION DESCRIPTIONS

Pages 1 – 30

Labor Category	Qualifications	Position Description
EXEMPT from Service Contract Act:		
LAUNCH INTEGRATION TRAINING CONSULTANT, SENIOR	Bachelors degree with a minimum of 10 years of specialized experience in the field of launch integration.	Develops and conducts training courses relating to launch integration that comply with all applicable regulations. Teaches assigned topics in accordance with approved curriculum effectively using allotted time, maintains proficiency in instructional techniques, incorporates current examples in the teaching process, and works with other subject matter experts to develop and revise instructional aids. Creates instructional outlines in accordance with guidelines, maintains appropriate statistical records, monitors training programs by reviewing, makes recommendations to management on course improvement and customer training needs, provides expertise in instructional methods to design, develop and deliver specialized training.
LOGISTICS SPECIALIST	High School Diploma, 2 years logistics operations experience, fundamental computer skills	The position is responsible for performing surveillance of institutional support contractors, conducting logistics requirements and process analysis, performing data collection, providing technical and schedule status that includes progress and/or problems, providing recommendations, and obtaining approvals. Is responsible for completing all assigned tasks, resolving issues and deviations according to established practices and obtaining guidance where precedents are unclear or not available. Completed work is reviewed for conformance to requirements and timeliness. Requires an understanding of logistics principles and practices and versatility to work in varied project frameworks while satisfying tailored customer requirements. (GS 10)
PRIVACY ACT MANAGEMENT SPECIALIST	Master's degree in technical/engineering discipline and a current recognized certification in Information Technology/IT Security related field. Strong working knowledge in IT Security Management and Federal Government Privacy Act Requirements.	Provide Privacy Act related support to the Kennedy Space Center. Reviews/implements, and develops Privacy Act related policies, processes, and directives. Assists the KSC Privacy Act Manager and the IT Security Manager in properly responding to Privacy Act actions, Personally Identifiable Information reduction, and other metrics and actions issued by the OCIO and OMB. Understanding and accurate interpretation of the following NASA policies and procedures: NPR 2810.1 Security of Information Technology NPR 1600.1 Security Program Procedural Requirements 14 CFR 1212 NASA Privacy Act Regulations NPD 1382.17G NASA Privacy Policies NPR 1382.1 NASA Privacy Procedural Requirements NITR 1382-1 PII Breach Response Policy NITR 1382-2 Rules and Consequences Relative to Safeguarding PII ITS-Plan-138211 Review & Reduction of PII and SSN ITS-SOP-0046 NASA Procedures for Review & Reduction of PII.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	PAGE OF PAGES
	1 / 1

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
000014	See Block 16C		

6. ISSUED BY CODE KSC

NASA/John F. Kennedy Space Center
Office of Procurement
MAIL CODE OP-OS
KENNEDY SPACE CENTER FL 32899

7. ADMINISTERED BY (If other than Item 6) CODE KSC

NASA/Kennedy Space Center
Office of Procurement
MAIL CODE OP-OS
KENNEDY SPACE CENTER FL 32899

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

REDE CRITIQUE A JOINT VENTURE
10001 LAKE FOREST BLVD STE 200
NEW ORLEANS LA 70127-5240

CODE 3YHS3 FACILITY CODE

(x) **9A. AMENDMENT OF SOLICITATION NO.**

9B. DATED (SEE ITEM 11)

x **10A. MODIFICATION OF CONTRACT/ORDER NO.** NNK08OP06B

10B. DATED (SEE ITEM 13) 03/14/2008

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	
	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) Mutual Agreement of the Parties

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this modification is to:

1. Incorporate the revised contract table 1.3.1 entitled "Billable Rate Schedule" as replacement page 7, of the contract, which includes a new labor category, Senior Internal Controls Consultant II, as annotated by the change bar. Reference ReDe's proposal dated November 11, 2008.

2. The new labor category is attached and is hereby incorporated into "Attachment 3, Position Descriptions" as annotated by the change bar.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)
Tara S Miller / Program Mgr	Marco Pochy
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED 11/20/08
16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED 11/20/08

NSN 7540-01-152-8070
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

ST = Straight Time
OT = Overtime

Contract Table 1.3.1
Billable Rate Schedule

Labor Category	Base Period		Option 1		Option 2		Option 3		Option 4	
	ST Rate	OT Rate*	ST Rate	OT Rate*	ST Rate	OT Rate*	ST Rate	OT Rate*	ST Rate	OT Rate*
Subject to Service Contract Act:										
Accounting Clerk I										
Accounting Clerk II										
Accounting Clerk III										
Administrative Assistant										
Computer Based Training (CBT) Specialist/Instructor										
Computer Systems Analyst I										
Computer Systems Analyst II										
Computer Systems Analyst III										
General Clerk I										
General Clerk II										
General Clerk III										
Personnel Assistant I										
Personnel Assistant II										
Personnel Assistant III										
Secretary I										
Secretary II										
Secretary III										
Exempt from Service Contract Act:										
Accountant I										
Accountant II										
Accountant III										
Accountant, Senior										
Aviation Safety & Airfield Operation										
Business and Administrative Support Consultant										
Business Management Specialist										
Buyer										
Buyer, Senior										
Contract Mgt & Prog. Analysis Spec., Senior										
Contract Specialist (Consultant), Senior										
Enterprise Architecture Support										
HR Assistant										
HR Operations Assistant										
Internal Controls Analyst, Senior										
Internal Controls Consulant II, Senior										
IT Audit & Assessment Spec, Senior										
IT Security Program Analyst I										
IT Specialist										
IT Support Specialist, Senior										
IT, Senior										
Launch Integration Training Consultant, Senior										
Logistics Specialist										
Privacy Act Management Specialist										
Procurement Analyst										
Procurement Business Systems Support I (PBSS I)										
Procurement Business Systems Support II (PBSS II)										
Procurement Specialist										
Program Analyst I (E)										
Program Analyst II (E)										
Program Manager (E)										
Project Control Consultant, Senior										
Project Mgt and Change Mgt Consultant										
Public Affairs Liaison Consultant										
Records Management Specialist										
Resource Analyst I										
Resource Analyst II										
Resource Analyst II, Senior										
Resource Analyst III										
Resource Analyst Lead, Senior										
Resource Analyst, Senior										
SAP Consultant										
Training Assistant (Admin Support)										
Training Coordinator										
Training Instructor										
Training Instructor Lead										
Training Manager										
Training Specialist (Admin Support)										
Training Specialist (Computer Support)										
Training Specialist Lead										
Workforce Data Analyst										
Workforce Data Analyst, Senior										

11/18/08

* The contractor shall submit a request for approval of overtime to the Contracting Officer prior to any overtime worked.

Labor Category	Qualifications	Position Description
EXEMPT from Service Contract Act:		
INTERNAL CONTROLS ANALYST, SENIOR	Minimum of a Bachelor's Degree in a business or accounting-related curriculum from an accredited university/college. At least 10 years of experience in accounting/auditing related functions.	Analyze financial/resource operations to determine compliance with existing laws, regulations, policy, and guidelines. Develop, implement and maintain a method to perform periodic monitoring and validation testing of key control processes. Evaluate documentation of key roles, responsibilities, procedures and practices to ensure accuracy, integrity, and completeness of those functions. Review and document the quality and effectiveness of existing process controls, training, documentation, and other key aspects of the existing internal control system. Evaluate risk assessments, mitigation plans, and corrective action plans related to financial operations. Conduct comprehensive analyses of financial management and resource systems (A/R, A/P), administrative operations (payroll/travel), and other operations susceptible to fraud, misuse or abuse.
		Establish a reporting and monitoring system of internal control deficiencies and associated corrective action plans. Develop metrics related to internal control goals and objectives for financial operations. Document and present findings and recommendations related to internal controls performance and effectiveness. Prepare and present Microsoft Power Point presentations or other briefings related to internal control deficiencies and recommended corrective actions. (GS-13)
INTERNAL CONTROLS CONSULTANT II, SENIOR	Minimum of a Bachelor's Degree in a business or accounting related field from an accredited university/ college. At least 20 years of experience in Government related accounting / auditing functions.	Analyze finance/resource operations to determine compliance with existing laws, regulations, policy, and guidance. Develop, implement, and maintain a method to perform periodic monitoring and validation testing of key control processes. Evaluate documentation of key roles, responsibilities, procedures, and practices to ensure accuracy, integrity, and completeness of those functions. Review and document the quality and effectiveness of existing process controls, training, documentation, and other key aspects of the existing internal control system. Evaluate risk assessments, mitigation plans, and corrective action plans related to financial operations. Conduct comprehensive analysis of financial management and resource systems, administrative operations, and other operations susceptible to fraud, misuse, or abuse. Assists with developing, tracking, and compiling reports that monitor the effectiveness of internal controls. Provide input and recommendation on all areas of travel management, including policy, procedures, interpretation of guidance, assistance with implementation of guidance, and developing and presenting training material on effective internal controls and travel management. Perform reviews related to the Agency Continuous Monitoring Program and analyses of financial data in support of that program.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE 1 OF PAGES 1

2. AMENDMENT/MODIFICATION NO. 000015

3. EFFECTIVE DATE See Block 16C

4. REQUISITION/PURCHASE REQ. NO.

5. PROJECT NO. (If applicable)

6. ISSUED BY CODE KSC

NASA/John F. Kennedy Space Center
Office of Procurement
MAIL CODE OP-OS
KENNEDY SPACE CENTER FL 32899

7. ADMINISTERED BY (If other than Item 6) CODE KSC

NASA/Kennedy Space Center
Office of Procurement
MAIL CODE OP-OS
KENNEDY SPACE CENTER FL 32899

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

REDE CRITIQUE A JOINT VENTURE
5700 Bullard Ave., Suite 300
NEW ORLEANS LA 70128

CODE 3YHS3 FACILITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

x 10A. MODIFICATION OF CONTRACT/ORDER NO. NNK08OP06B

10B. DATED (SEE ITEM 13) 03/14/2008

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	
	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Mutual Agreement of the Parties
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this modification is to:

1. Incorporate the revised contract table 1.3.2 entitled "Contract Value & NTE Limitation" as replacement page 8, of the contract, which includes the NTE Order Value and Final Value for the Base Period Task Orders under subject contract.
2. To format Table of Contents, as well as the Terms and Conditions of the contract.
3. Revise the Scope of Work to allow the contractor to provide institutional resources at other locations as authorized by the contracting officer. Reference Section 1.2 Scope of Work, page 5.
4. Incorporate KSC 52.223-121 Reporting of Incidents Involving Workplace Violence clause. Reference Section 2.32.1, page 28.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Tara S Miller / Program MGR

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Ellen Lamp

15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)

15C. DATE SIGNED 2/11/09

16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)

16C. DATE SIGNED 2/11/2009

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SECTION 1 - CONTINUATION OF SF 1449

1.1 CLAUSES INCORPORATED BY REFERENCE

Clauses identified only by FAR or NFS reference, title and date are incorporated by reference and have the same force and effect as if they were given in full text. Clauses incorporated by reference which require a fill-in by the Government include the text of the affected paragraph(s) only. This does not limit the clause to the affected paragraph(s). The Contractor is responsible for understanding and complying with the entire clause. The full text of a clause may be accessed electronically at this/these address(es):

FAR- http://acquisition.gov/far/old_htmlframe.html
NFS- http://www.hq.nasa.gov/office/procurement/regs/nfstocA.htm

(End of clause)

1.2 SCOPE OF WORK

The Contractor shall provide all resources necessary to provide institutional support services in various areas of the Kennedy Space Center (KSC) and other locations authorized by the contracting officer such as technical training, clerical support, financial management support, personnel program activity, employee development and training, employee benefits, personnel action processing, procurement administration and analyst support, business systems support, and records management. The work shall be authorized on time and materials type task orders with specific statements of work as the need arises. The Contractor shall provide personnel, materials, and facilities (except as otherwise provided for in this contract) necessary to perform those functions set forth at that time.

The contractor shall maintain a records management program and submit a records management program plan in accordance with DRD 007. The contractor shall submit an annual "Summary of Record Holdings and Transfers" KSC records manager in accordance with DRD 008. The contractor shall manage legacy Federal records (data created for Government use and delivered to, or falling under the legal control of, the Government) inherited by the contractor from previous contracts. At the completion or termination of this Contract, the Contractor shall leave all Government-owned data at Kennedy Space Center. The contractor shall deliver Government-owned data to the KSC records manager in accordance with DRD 008. The contractor shall provide NASA or authorized representatives access to all Government records. The Government reserves the right to inspect, audit and copy record holdings.

The Contractor shall monitor the work activity and provide such oversight and supervision of its on-site personnel as required to ensure successful performance of the tasks identified in the task order statements of work. The Government reserves the right to require the Contractor to provide a backfill for personnel absences greater than 5 workdays. The Contractor shall take all steps to ensure a seamless transition between employees. The Contractor shall provide services outside normal business hours (nights, weekends, and holidays) on an as-needed basis with Contracting Officer approval.

Local area transportation may be necessary for the contractor to perform the duties in the contract. Government owned/leased vehicles are authorized only if specifically authorized in individual Task Orders.

Travel may be necessary for the contractor to perform the duties listed in the contract. All authorized travel shall be conducted and reimbursed in accordance with the Federal Travel Regulations (FTR).

(End of clause)

1.3 HOURLY RATES, CONTRACT VALUE AND CONTRACT CEILING PRICE

The hourly rates for computation of payment and the contract ceiling price referred to in FAR clause 52.232-7, "Payments Under Time-and-Materials and Labor-Hour Contracts" of this contract are delineated in Contract Table 1.3.1 "Billable Rate Schedule".

The minimum value for each contract period is $25,000.00 and the not to exceed (NTE) ceiling price is as follows:

Base period: NTE $ 5,000,000.00

Option 1: NTE $10,000,000.00
Option 2: NTE $10,000,000.00
Option 3: NTE $10,000,000.00
Option 4: NTE $10,000,000.00

TOTAL: NTE $45,000,000.00

In the event that the Government exercises an option, the balance of any unused contract ceiling price shall roll forward to the next period.

Contract value is the sum of the NTE amount of open orders and the final billed and paid value of orders completed. The contract value is tabulated in Contract Table 1.3.2-Contract Value and NTE Limitation.

Mod. 14

Contract Table 1.3.1
Billable Rate Schedule

	Labor Category	Base Period		Option 1		Option 2		Option 3		Option 4	
		ST Rate	OT Rate*	ST Rate	OT Rate*	ST Rate	OT Rate*	ST Rate	OT Rate*	ST Rate	OT Rate*
	Subject to Service Contract Act:										
1	Accounting Clerk I										
2	Accounting Clerk II										
3	Accounting Clerk III										
4	Administrative Assistant										
5	Computer Based Training (CBT) Specialist/Instructor										
6	Computer Systems Analyst I										
7	Computer Systems Analyst II										
8	Computer Systems Analyst III										
9	General Clerk I										
10	General Clerk II										
11	General Clerk III										
12	Personnel Assistant I										
13	Personnel Assistant II										
14	Personnel Assistant III										
15	Secretary I										
16	Secretary II										
17	Secretary III										
	Exempt from Service Contract Act:										
18	Accountant I										
19	Accountant II										
20	Accountant III										
21	Accountant, Senior										
22	Aviation Safety & Airfield Operation										
23	Business and Administrative Support Consultant										
24	Business Management Specialist										
25	Buyer										
26	Buyer, Senior										
27	Contract Mgt & Prog. Analysis Spec., Senior										
28	Contract Specialist (Consultant), Senior										
29	Enterprise Architecture Support										
30	HR Assistant										
31	HR Operations Assistant										
32	Internal Controls Analyst, Senior										
33	Internal Controls Consulant II, Senior										
34	IT Audit & Assessment Spec, Senior										
35	IT Security Program Analyst I										
36	IT Specialist										
37	IT Support Specialist, Senior										
38	IT, Senior										
39	Launch Integration Training Consultant, Senior										
40	Logistics Specialist										
41	Privacy Act Management Specialist										
42	Procurement Analyst										
43	Procurement Business Systems Support I (PBSS I)										
44	Procurement Business Systems Support II (PBSS II)										
45	Procurement Specialist										
46	Program Analyst I (E)										
47	Program Analyst II (E)										
48	Program Manager (E)										
49	Project Control Consultant, Senior										
50	Project Mgt and Change Mgt Consultant										
51	Public Affairs Liaison Consultant										
52	Records Management Specialist										
53	Resource Analyst I										
54	Resource Analyst II										
55	Resource Analyst II, Senior										
56	Resource Analyst III										
57	Resource Analyst Lead, Senior										
58	Resource Analyst, Senior										
59	SAP Consultant										
60	Training Assistant (Admin Support)										
61	Training Coordinator										
62	Training Instructor										
63	Training Instructor Lead										
64	Training Manager										
65	Training Specialist (Admin Support)										
66	Training Specialist (Computer Support)										
67	Training Specialist Lead										
68	Workforce Data Analyst										
69	Workforce Data Analyst, Senior										

*The contractor shall submit a request to the Contracting Officer for overtime approval prior to overtime being worked.

Contract Table 1.3.2
Contract Value & NTE Limitation

	Task Orders Base Period		Status (Open or Closed)	Order Value		Cum. Total NTE Contract Value
	Number	Title		NTE	Final	
1	NNK08OZ20T	AA	Open	$		
2	NNK08OZ21T	AJ	Open	$		
3	NNK08OZ22T	BA-C	Open	$		
4	NNK08OZ23T	CC	Open	$		
5	NNK08OZ24T	GG-Other	Open	$		
6	NNK08OZ25T	IT	Open	$		
7	NNK08OZ26T	KT	Open	$		
8	NNK08OZ27T	LX	Open	$		
9	NNK08OZ28T	NE	Open	$		
10	NNK08OZ29T	OP	Open	$		
11	NNK08OZ30T	PH	Open	$		
12	NNK08OZ31T	SA	Open	$		
13	NNK08OZ32T	TA	Open	$		
14	NNK08OZ33T	UB	Open	$		
15	NNK08OZ34T	VA	Open	$		
16	NNK08OZ35T	XA	Open	$		
17	NNK08OZ36T	OP-SAP	Open			
18	NNK08OZ37T	BA-TT	Open	$ -	$ -	
19	NNK08OZ38T	GG-Resources	Open	$ -	$ -	
20	NNK08OZ39T	GG-eTravel	Open	$ -	$ -	
21	NNK09OL02T	Secretarial Manual	Open	$ -	$ -	

Subtotal contract value for the period*:

*/ Sum of open orders plus completed orders for the period.

BASE Contract: Base Period NTE Total	$ 5,000,000.00
Billed	(2,731,922.95)
Unused Balance to roll forward to next contract period	$ 2,268,077.05

1.4 Position Descriptions

The position descriptions for the labor categories priced in this contract are listed in Attachment 5 "Position Descriptions".

SECTION 2 - ADDENDUM TO 52.212-4, CONTRACT TERMS AND CONDITIONS - COMMERCIAL ITEMS

2.1 52.204-4 PRINTED OR COPIED DOUBLE-SIDED ON RECYCLED PAPER. (AUG 2000)

2.2 52.204-9 PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL. (SEP 2007)

(a) The Contractor shall comply with agency personal identity verification procedures identified in the contract that implement Homeland Security Presidential Directive-12 (HSPD-12), Office of Management and Budget (OMB) guidance M-05-24, and Federal Information Processing Standards Publication (FIPS PUB) Number 201.

(b) The Contractor shall insert this clause in all subcontracts when the subcontractor is required to have routine physical access to a Federally-controlled facility and/or routine access to a Federally-controlled information system.

PIV Card Issuance Procedures in accordance with FAR clause 52.204-9, Personal Identity Verification of Contractor Personnel

FIPS 201 Appendix A graphically displays the following procedure for the issuance of a PIV credential.

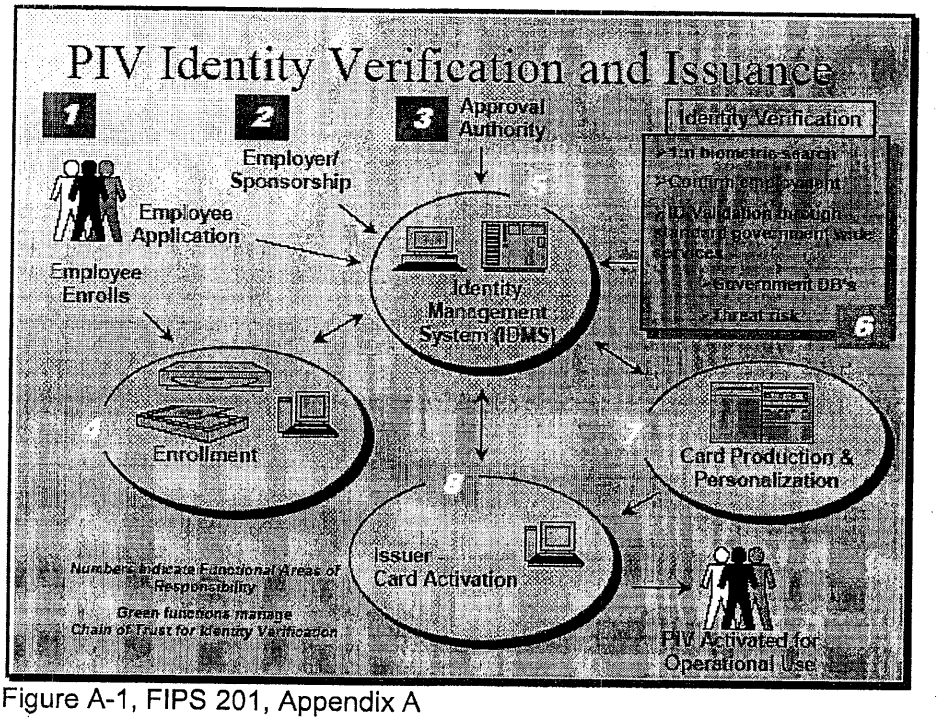

Figure A-1, FIPS 201, Appendix A

The following steps describe the procedures for the NASA Personal Identity Verification Card Issuance (PCI) of a PIV credential:

Step 1:

The Contractor's Corporate Security Officer (CSO), Program Manager (PM), or Facility Security Officer (FSO) submits a formal letter that provides a list of contract employees (applicant) names requesting access to the NASA Contracting Officer's Technical Representative (COTR). In the case of a foreign national applicant, approval through the NASA Foreign National Management System (NFNMS) must be obtained for the visit or assignment before any processing for a PIV credential can take place. Further, if the foreign national is not under a contract where a COTR has been officially designated, the foreign national will provide the information directly to their visit/assignment host, and the host sponsor will fulfill the duties of the COTR mentioned herein. In each case, the letter shall provide notification of the contract or foreign national employee's (hereafter the "applicant") full name (first, middle and last), social security number (SSN) or NASA Foreign National Management System Visitor Number if the foreign national does not have a SSN, and date of birth. If the contract employee has a current satisfactorily completed National Agency Check with Inquiries (NACI) or an equivalent or higher degree of background investigation, the letter shall indicate the type of investigation, the agency completing the investigation, and date the investigation was completed. Also, the letter must specify the risk/sensitivity level associated with the position in which each applicant will be working (NPR 1600.1, §4.5 is germane) Further, the letter shall also acknowledge that contract employees may be denied access to NASA information or information systems based on an unsatisfactory background investigation/adjudication. .

After reviewing the letter for completeness and concurring with the risk/sensitivity levels, the COTR/host must forward the letter to the Center Chief of Security (CCS). The CCS shall review the OPM databases (e.g., DCII, PIP, et al.), and take appropriate steps to validate the applicant's investigation status. Requirements for a NACI or other investigation shall be initiated only if necessary.

Applicants who do not currently possess the required level of background investigation shall be directed to the e-QIP web site to complete the necessary background investigation forms online. The CCS shall provide to the COTR/host information and instructions on how to access the e-QIP for each contract or foreign national employee requiring access

Step 2:
Upon acceptance of the letter/background information, the applicant will be advised that in order to complete the investigative process, he or she must appear in-person before the authorized PIV registrar and submit two forms of identity source documents in original form. The identity source documents must come from the list of acceptable documents included in Form I-9, Employment Eligibility Verification, one which must be a Federal[1] or State issued picture identification. Fingerprints will be taken at this time. The applicant must appear **no later than** the entry on duty date.

When the applicant appears, the registrar will electronically scan the submitted documents; any document that appears invalid will be rejected by the registrar. The registrar will capture electronically both a facial image and fingerprints of the applicant. The information submitted by the applicant will be used to create or update the applicant identity record in the Identity Management System (IDMS).

Step 3:
Upon the applicant's completion of the investigative document, the CCS reviews the

[1] A non-PIV government identification badge, including the NASA Photo Identification Badge, MAY NOT BE USED for the original issuance of a PIV vetted credential

information, and resolves discrepancies with the applicant as necessary. When the applicant has appeared in person and completed fingerprints, the package is electronically submitted to initiate the NACI. The CCS includes a request for feedback on the NAC portion of the NACI at the time the request is submitted.

Step 4:
Prior to authorizing physical access of a contractor employee to a federally-controlled facility or access to a Federal information system, the CCS will ensure that a check has been performed with the National Crime Information Center (NCIC) and Interstate Identification Index. In the case of a foreign national, a national check of the Bureau of Immigration and Customs Enforcement (BICE) database will be performed for each applicant. If this process yields negative information, the CCS will immediately notify the COTR/host of the determination regarding access made by the CCS.

Step 5:
Upon receipt of the completed NAC, the CCS will update IDMS from the NAC portion of the NACI and indicate the result of the suitability determination. If an unsatisfactory suitability determination is rendered, the COTR will advise the contractor that the employee is being denied physical access to all federally-controlled facilities and Federal information systems.

Based on a favorable NAC and NCIC/III or BICE check, the CCS will authorize the issuance of a PIV federal credential in the Physical Access Control System (PACS) database. The CCS, based on information provided by the COTR/host, will determine what physical access the applicant should be granted once the PIV issues the credential.

Step 6:
Using the information provided by the applicant during his or her in-person appearance, the PIV card production facility creates and instantiates the approved PIV card for the applicant with an activation date commensurate with the applicant's start date.

Step 7:
The applicant proceeds to the credential issuance facility to begin processing for receipt of his/her federal credential.

The applicant provides to the credential issuing operator proof of identity with documentation that meets the requirements of FIPS 201 (DHS Employment Eligibility Verification (Form I-9) documents. These documents **must** be the same documents submitted for registration.

The credential issuing operator will verify that the facial image, and optionally reference finger print, matches the enrollment data used to produce the card. Upon verification of identity, the operator will locate the employee's record in the PACS database, and modify the record to indicate the PIV card has been issued. The applicant will select a PIN for use with his or her new PIV card. Although root data is inaccessible to the operator, certain fields (hair color, eye color, et al.) may be modified to more accurately record the employee's information.

The applicant proceeds to a kiosk or other workstation to complete activation of the PIV card using the initial PIN entered at card issuance.

ALTERNATIVE FOR APPLICANTS WHO DO NOT HAVE A COMPLETED AND ADJUDICATED NAC AT THE TIME OF ENTRANCE ON DUTY

Steps 1 through 4 shall be accomplished for all applicants in accordance with the process described above. If the applicant is unable to appear in person until the time of entry on duty, or does not, for any other reason, have a completed and adjudicated NAC portion of the NACI at the time of entrance on duty, the following interim procedures shall apply.

1. If the documents required to submit the NACI have not been completed prior to EOD, the applicant will be instructed to complete all remaining requirements for submission of the investigation request. This includes presentation of I-9 documents and completion of fingerprints, if not already accomplished. If the applicant fails to complete these activities as prescribed in NPR 1600.1 (Chapters 3 & 4), it may be considered as failure to meet the conditions required for physical access to a federally-controlled facility or access to a Federal information system, and result in denial of such access.

2. Based on favorable results of the NCIC, the applicant shall be issued a temporary NASA identification card for a period not-to-exceed six months. If at the end of the six month period the NAC results have not been returned, the agency will at that time make a determination if an additional extension will be granted for the temporary identification card.

3. Upon return of the completed NAC, the process will continue from Step 5.

(End of clause)

2.3 52.212-4 CONTRACT TERMS AND CONDITIONS - COMMERCIAL ITEMS. (FEB 2007)

2.4 52.212-4 CONTRACT TERMS AND CONDITIONS - COMMERCIAL ITEMS. (FEB 2007) - ALTERNATE I (FEB 2007)

(4) At any time during contract performance, but not later than 6 months (or such other time as may be specified in the contract) after acceptance of the services or materials last delivered under this contract, the Government may require the Contractor to replace or correct services or materials that at time of delivery failed to meet contract requirements. Except as otherwise specified in paragraph (a)(6) of this clause, the cost of replacement or correction shall be determined under paragraph (i) of this clause, but the "hourly rate" for labor hours incurred in the replacement or correction shall be reduced to exclude that portion of the rate attributable to profit. Unless otherwise specified below, the portion of the "hourly rate" attributable to profit shall be 10 percent. The Contractor shall not tender for acceptance materials and services required to be replaced or corrected without disclosing the former requirement for replacement or correction, and, when required, shall disclose the corrective action taken.

N/A

(D) The following subcontracts for services which are specifically excluded from the hourly rate:

N/A; and

(1) Other Direct Costs. The Government will reimburse the Contractor on the basis of actual cost for the following, provided such costs comply with the requirements in paragraph (i)(1)(ii)(B) of this clause:

none.

(2) Indirect Costs (Material Handling, Subcontract Administration, etc.). The Government will reimburse the Contractor for indirect costs on a pro-rata basis over the period of contract performance at the following fixed price:

None

2.5 52.216-18 ORDERING. (OCT 1995)

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from 3/1/08 through 9/30/08.

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

(c) If mailed, a delivery order or task order is considered issued when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.

(End of clause)

2.6 52.216-19 ORDER LIMITATIONS. (OCT 1995)

(a) *Minimum order*. There are no minimum order requirements under this contract.

(b) *Maximum order*. The Contractor is not obligated to honor -

(1) Any order for a single item in excess of the amount specified in Article 1.3 for the current contract period;

(2) Any order for a combination of items in excess of the amount specified in Article 1.3 for the current contract period; or

(3) A series of orders from the same ordering office within 1days that together call for quantities exceeding the limitation in subparagraph (b)(1) or (2) of this section.

(c) If this is a requirements contract (*i.e.*, includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) of this section.

(d) Notwithstanding paragraphs (b) and (c) of this section, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within 10days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

(End of clause)

2.7 52.216-22 INDEFINITE QUANTITY. (OCT 1995)

(d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; *provided*, that the Contractor shall not be required to make any deliveries under this contract after 9/30/08.

2.8 52.217-8 OPTION TO EXTEND SERVICES. (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor at least 14 days before the contract expires.

(End of clause)

2.9 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT. (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor at least 14 days before the contract expires; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Government to an extension.
(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.
(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 4 years and 7 months. Options exercised shall be in accordance with the following:

Option 1: 10/1/2008-9/30/2009
Option 2: 10/1/2009-9/30/2010
Option 3: 10/1/2010-9/30/2011
Option 4: 10/1/2011-9/30/2012

(End of clause)

2.10 52.219-28 POST-AWARD SMALL BUSINESS PROGRAM REREPRESENTATION. (JUN 2007)

(a) *Definitions*. As used in this clause -

Long-term contract means a contract of more than five years in duration, including options. However, the term does not include contracts that exceed five years in duration because the period of performance has been extended for a cumulative period not to exceed six months under the clause at 52.217-8, Option to Extend Services, or other appropriate authority.

Small business concern means a concern, including its affiliates that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR part 121 and the size standard in paragraph (c) of this clause.

(b) If the Contractor represented that it was a small business concern prior to award of this contract, the Contractor shall represent its size status according to paragraph (e) of this clause or, if applicable, paragraph (g) of this clause, upon the occurrence of any of the following:

(1) Within 30 days after execution of a novation agreement or within 30 days after modification

of the contract to include this clause, if the novation agreement was executed prior to inclusion of this clause in the contract.

(2) Within 30 days after a merger or acquisition that does not require a novation or within 30 days after modification of the contract to include this clause, if the merger or acquisition occurred prior to inclusion of this clause in the contract.

(3) For long-term contracts -

(i) Within 60 to 120 days prior to the end of the fifth year of the contract; and

(ii) Within 60 to 120 days prior to the exercise date specified in the contract for any option thereafter.

(c) The Contractor shall represent its size status in accordance with the size standard in effect at the time of this representation that corresponds to the North American Industry Classification System (NAICS) code assigned to this contract. The small business size standard corresponding to this NAICS code can be found at *http://www.sba.gov/ services/contractingopportunities/ sizestandardstopics/.*

(d) The small business size standard for a Contractor providing a product which it does not manufacture itself, for a contract other than a construction or service contract, is 500 employees.

(e) Except as provided in paragraph (g) of this clause, the Contractor shall make the representation required by paragraph (b) of this clause by validating or updating all its representations in the Online Representations and Certifications Application and its data in the Central Contractor Registration, as necessary, to ensure they reflect current status. The Contractor shall notify the contracting office by e-mail, or otherwise in writing, that the data have been validated or updated, and provide the date of the validation or update.

(f) If the Contractor represented that it was other than a small business concern prior to award of this contract, the Contractor may, but is not required to, take the actions required by paragraphs (e) or (g) of this clause.

(g) If the Contractor does not have representations and certifications in ORCA, or does not have a representation in ORCA for the NAICS code applicable to this contract, the Contractor is required to complete the following representation and submit it to the contracting office, along with the contract number and the date on which the representation was completed:

The Contractor represents that it ___ is, ___ is not a small business concern under NAICS Code _____ assigned to contract number _____. (*Contractor to sign and date and insert authorized signer's name and title).*

(End of clause)

2.10.1 52.224-1 PRIVACY ACT NOTIFICATION. (APR 1984)

2.10.2 52.224-2 PRIVACY ACT. (APR 1984)

2.11 52.228-5 INSURANCE - WORK ON A GOVERNMENT INSTALLATION. (JAN 1997)

2.11.1 52.232-7 PAYMENTS UNDER TIME-AND-MATERIALS AND LABOR HOUR CONTRACTS. – ALTERNATE 1(FEB 2007)

The Government will pay the Contractor as follows upon the submission of vouchers approved by the Contracting Officer or the authorized representative:

(a) Hourly rate.

(1) Hourly rate means the rate(s) prescribed in the contract for payment for labor that meets the labor category qualifications of a labor category specified in the contract that are-

(i) Performed by the Contractor;
(ii) Performed by the subcontractors; or
(iii) Transferred between divisions, subsidiaries, or affiliates of the Contractor under a common control.

(2) The amounts shall be computed by multiplying the appropriate hourly rates prescribed in the Schedule by the number of direct labor hours performed. The labor hours are based on the work year equivalent (WYE), which represents the hours an average contractor/subcontractor employee reports to their assigned duty location, not including holidays and leave.

(3) The hourly rates shall be paid for all labor performed on the contract that meets the labor qualifications specified in the contract. Labor hours incurred to perform tasks for which labor qualifications were specified in the contract will not be paid to the extent the work is performed by employees that do not meet the qualifications specified in the contract, unless specifically authorized by the Contracting Officer.

(4) The hourly rates shall include wages, indirect costs, general and administrative expense, and profit. Fractional parts of an hour shall be payable on a prorated basis.

(5) Vouchers may be submitted once each month (or at more frequent intervals, if approved by the Contracting Officer), to the Contracting Officer or authorized representative. The Contractor shall substantiate vouchers (including any subcontractor hours reimbursed at the hourly rate in the schedule) by evidence of actual payment and by-

(i) Individual daily job timekeeping records;
(ii) Records that verify the employees meet the qualifications for the labor categories specified in the contract; or
(iii) Other substantiation approved by the Contracting Officer.

(6) Promptly after receipt of each substantiated voucher, the Government shall, except as otherwise provided in this contract, and subject to the terms of paragraph (e) of this clause, pay the voucher as approved by the Contracting Officer or authorized representative.

(7) Unless otherwise prescribed in the Schedule, the Contracting Officer may unilaterally issue a contract modification requiring the Contractor to withhold amounts from its billings until a reserve is set aside in an amount that the Contracting Officer considers necessary to protect the Government's interests. The Contracting Officer may require a withhold of 5 percent of the amounts due under paragraph (a) of this clause, but the total amount withheld for the contract shall not exceed $50,000. The amounts withheld shall be retained until the Contractor executes and delivers the release required by paragraph (g) of this clause.

(8) Unless the Schedule prescribes otherwise, the hourly rates in the Schedule shall not be varied by virtue of the Contractor having performed work on an overtime basis. If no overtime

rates are provided in the Schedule and overtime work is approved in advance by the Contracting Officer, overtime rates shall be negotiated. Failure to agree upon these overtime rates shall be treated as a dispute under the Disputes clause of this contract. If the Schedule provides rates for overtime, the premium portion of those rates will be reimbursable only to the extent the overtime is approved by the Contracting Officer.

(b) Materials:

(1) or the purposes of this clause-

(i) Direct materials means those materials that enter directly into the end product, or that are used or consumed directly in connection with the furnishing of the end product or service.

(ii) Materials means-

(A) Direct materials, including supplies transferred between divisions, subsidiaries, or affiliates of the Contractor under a common control;

(B) Subcontracts for supplies and incidental services for which there is not a labor category specified in the contract;

(C) Other direct costs (e.g., incidental services for which there is not a labor category specified in the contract, travel, computer usage charges, etc.); and

(D) Applicable indirect costs.

(2) If the Contractor furnishes its own materials that meet the definition of a commercial item at 2.101, the price to be paid for such materials shall not exceed the Contractor's established catalog or market price, adjusted to reflect the-

(i) Quantities being acquired; and

(ii) Actual cost of any modifications necessary because of contract requirements.

(3) Except as provided for in paragraph (b)(2) of this clause, the Government will reimburse the Contractor for allowable cost of materials provided the Contractor-

(i) Has made payments for materials in accordance with the terms and conditions of the agreement or invoice; or

(ii) Ordinarily makes these payments within 30 days of the submission of the Contractor's payment request to the Government and such payment is in accordance with the terms and conditions of the agreement or invoice.

(4) Payment for materials is subject to the Allowable Cost and Payment clause of this contract. The Contracting Officer will determine allowable costs of materials in accordance with Subpart 31.2 of the Federal Acquisition Regulation (FAR) in effect on the date of this contract.

(5) The Contractor may include allocable indirect costs and other direct costs to the extent they are-

(i) Comprised only of costs that are clearly excluded from the hourly rate;
(ii) Allocated in accordance with the Contractor's written or established accounting practices; and
(iii) Indirect costs are not applied to subcontracts that are paid at the hourly rates.

(6) To the extent able, the Contractor shall-

(i) Obtain materials at the most advantageous prices available with due regard to securing prompt delivery of satisfactory materials; and

(ii) Take all cash and trade discounts, rebates, allowances, credits, salvage, commissions, and other benefits. When unable to take advantage of the benefits, the Contractor shall promptly notify the Contracting Officer and give the reasons. The Contractor shall give credit to the Government for cash and trade discounts, rebates, scrap, commissions, and other amounts that have accrued to the benefit of the Contractor, or would have accrued except for the fault or neglect of the Contractor. The Contractor shall not deduct from gross costs the benefits lost without fault or neglect on the part of the Contractor, or lost through fault of the Government.

(7) Except as provided for in 31.205-26(e) and (f), the Government will not pay profit or fee to the prime Contractor on materials.

(c) If the Contractor enters into any subcontract that requires consent under the clause at 52.244-2, Subcontracts, without obtaining such consent, the Government is not required to reimburse the Contractor for any costs incurred under the subcontract prior to the date the Contractor obtains the required consent. Any reimbursement of subcontract costs incurred prior to the date the consent was obtained shall be at the sole discretion of the Government.

(d) Total cost. It is estimated that the total cost to the Government for the performance of this contract shall not exceed the ceiling price set forth in the Schedule, and the Contractor agrees to use its best efforts to perform the work specified in the Schedule and all obligations under this contract within such ceiling price. If at any time the Contractor has reason to believe that the hourly rate payments and material costs that will accrue in performing this contract in the next succeeding 30 days, if added to all other payments and costs previously accrued, will exceed 85 percent of the ceiling price in the Schedule, the Contractor shall notify the Contracting Officer giving a revised estimate of the total price to the Government for performing this contract with supporting reasons and documentation. If at any time during performing this contract, the Contractor has reason to believe that the total price to the Government for performing this contract will be substantially greater or less than the then stated ceiling price, the Contractor shall so notify the Contracting Officer, giving a revised estimate of the total price for performing this contract, with supporting reasons and documentation. If at any time during performing this contract, the Government has reason to believe that the work to be required in performing this contract will be substantially greater or less than the stated ceiling price, the Contracting Officer will so advise the Contractor, giving the then revised estimate of the total amount of effort to be required under the contract.

(e) Ceiling price. The Government will not be obligated to pay the Contractor any amount in excess of the ceiling price in the Schedule, and the Contractor shall not be obligated to continue performance if to do so would exceed the ceiling price set forth in the Schedule, unless and until the Contracting Officer notifies the Contractor in writing that the ceiling price has been increased and specifies in the notice a revised ceiling that shall constitute the ceiling price for performance under this contract. When and to the extent that the ceiling price set forth in the Schedule has been increased, any hours expended and material costs incurred by the Contractor in excess of the ceiling price before the increase shall be allowable to the same extent as if the hours expended and material costs had been incurred after the increase in the ceiling price.

(f) Audit. At any time before final payment under this contract, the Contracting Officer may request audit of the vouchers and supporting documentation. Each payment previously made shall be subject to reduction to the extent of amounts, on preceding vouchers, that are found by the Contracting Officer or authorized representative not to have been properly payable and shall also be subject to reduction for overpayments or to increase for underpayments. Upon receipt and approval of the voucher designated by the Contractor as the "completion voucher" and supporting documentation, and upon compliance by the Contractor with all terms of this contract (including, without limitation, terms relating to patents and the terms of paragraph (g) of this clause), the Government shall promptly pay any balance due the Contractor. The completion voucher, and supporting documentation, shall be submitted by the Contractor as promptly as practicable following completion of the work under this contract, but in no event later than 1 year (or such longer period as the Contracting Officer may approve in writing) from the date of completion.

(g) Assignment and Release of Claims. The Contractor, and each assignee under an assignment entered into under this contract and in effect at the time of final payment under this contract, shall execute and deliver, at the time of and as a condition precedent to final payment under this contract, a release discharging the Government, its officers, agents, and employees of and from all liabilities, obligations, and claims arising out of or under this contract, subject only to the following exceptions:

(1) Specified claims in stated amounts, or in estimated amounts if the amounts are not susceptible of exact statement by the Contractor.
(2) Claims, together with reasonable incidental expenses, based upon the liabilities of the Contractor to third parties arising out of performing this contract, that are not known to the Contractor on the date of the execution of the release, and of which the Contractor gives notice in writing to the Contracting Officer not more than 6 years after the date of the release or the date of any notice to the Contractor that the Government is prepared to make final payment, whichever is earlier.
(3) Claims for reimbursement of costs (other than expenses of the Contractor by reason of its indemnification of the Government against patent liability), including reasonable incidental expenses, incurred by the Contractor under the terms of this contract relating to patents.

(h) Interim payments on contracts for other than services.

(1) Interim payments made prior to the final payment under the contract are contract financing payments. Contract financing payments are not subject to the interest penalty provisions of the Prompt Payment Act.
(2) The designated payment office will make interim payments for contract financing on the _____ [Contracting Officer insert day as prescribed by agency head; if not prescribed, insert "30th"] day after the designated billing office receives a proper payment request. In the event that the Government requires an audit or other review of a specific payment request to ensure compliance with the terms and conditions of the contract, the designated payment office is not compelled to make payment by the specified due date.

(i) Interim payments on contracts for services. For interim payments made prior to the final payment under this contract, the Government will make payment in accordance with the Prompt Payment Act (31 U.S.C. 3903) and prompt payment regulations at 5 CFR part 1315.

(j) The terms of this clause that govern reimbursement for materials furnished are considered to have been deleted.

(End of clause)

2.12 52.245-1 GOVERNMENT PROPERTY. (JUN 2007)

2.13 1852.203-70 DISPLAY OF INSPECTOR GENERAL HOTLINE POSTERS. (JUN 2001)

2.14 1852.204-76 SECURITY REQUIREMENTS FOR UNCLASSIFIED INFORMATION TECHNOLOGY RESOURCES. (MAY 2007)

(a) The Contractor shall be responsible for information and information technology (IT) security when--

(1) The Contractor or its subcontractors must obtain physical or electronic (i.e., authentication level 2 and above as defined in National Institute of Standards and Technology (NIST) Special Publication (SP) 800-63, Electronic Authentication Guideline) access to NASA's computer systems, networks, or IT infrastructure; or

(2) Information categorized as low, moderate, or high by the Federal Information Processing Standards (FIPS) 199, Standards for Security Categorization of Federal Information and Information Systems is stored, generated, processed, or exchanged by NASA or on behalf of NASA by a contractor or subcontractor, regardless of whether the information resides on a NASA or a contractor/subcontractor's information system.

(b) IT Security Requirements.

(1) Within 30 days after contract award, a Contractor shall submit to the Contracting Officer for NASA approval an IT Security Plan, Risk Assessment, and FIPS 199, Standards for Security Categorization of Federal Information and Information Systems, Assessment. These plans and assessments, including annual updates shall be incorporated into the contract as compliance documents.

(i) The IT system security plan shall be prepared consistent, in form and content, with NIST SP 800-18, Guide for Developing Security Plans for Federal Information Systems, and any additions/augmentations described in NASA Procedural Requirements (NPR) 2810, Security of Information Technology. The security plan shall identify and document appropriate IT security controls consistent with the sensitivity of the information and the requirements of Federal Information Processing Standards (FIPS) 200, Recommended Security Controls for Federal Information Systems. The plan shall be reviewed and updated in accordance with NIST SP 800-26, Security Self-Assessment Guide for Information Technology Systems, and FIPS 200, on a yearly basis.

(ii) The risk assessment shall be prepared consistent, in form and content, with NIST SP 800-30, Risk Management Guide for Information Technology Systems, and any additions/augmentations described in NPR 2810. The risk assessment shall be updated on a yearly basis.

(iii) The FIPS 199 assessment shall identify all information types as well as the "high water mark," as defined in FIPS 199, of the processed, stored, or transmitted information necessary to fulfill the contractual requirements.

(2) The Contractor shall produce contingency plans consistent, in form and content, with NIST SP 800-34, Contingency Planning Guide for Information Technology Systems, and any additions/augmentations described in NPR 2810. The Contractor shall perform yearly "Classroom Exercises." "Functional Exercises," shall be coordinated with the Center CIOs and be conducted once every three years, with the first conducted within the first two years of contract award. These exercises are defined and described in NIST SP 800-34.

(3) The Contractor shall ensure coordination of its incident response team with the NASA Incident Response Center (NASIRC) and the NASA Security Operations Center, ensuring that incidents are reported consistent with NIST SP 800-61, Computer Security Incident Reporting Guide, and the United States Computer Emergency Readiness Team's (US-CERT) Concept of Operations for reporting security incidents. Specifically, any confirmed incident of a system containing NASA data or controlling NASA assets shall be reported to NASIRC within one hour that results in unauthorized access, loss or modification of NASA data, or denial of service affecting the availability of NASA data.

(4) The Contractor shall ensure that its employees, in performance of the contract, receive annual IT security training in NASA IT Security policies, procedures, computer ethics, and best practices in accordance with NPR 2810 requirements. The Contractor may use web-based training available from NASA to meet this requirement.

(5) The Contractor shall provide NASA, including the NASA Office of Inspector General, access to the Contractor's and subcontractors' facilities, installations, operations, documentation, databases, and personnel used in performance of the contract. Access shall be provided to the extent required to carry out IT security inspection, investigation, and/or audits to safeguard against threats and hazards to the integrity, availability, and confidentiality of NASA information or to the function of computer systems operated on behalf of NASA, and to preserve evidence of computer crime. To facilitate mandatory reviews, the Contractor shall ensure appropriate compartmentalization of NASA information, stored and/or processed, either by information systems in direct support of the contract or that are incidental to the contract.

(6) The Contractor shall ensure that system administrators who perform tasks that have a material impact on IT security and operations demonstrate knowledge appropriate to those tasks. Knowledge is demonstrated through the NASA System Administrator Security Certification Program. A system administrator is one who provides IT services (including network services, file storage, and/or web services) to someone other than themselves and takes or assumes the responsibility for the security and administrative controls of that service. Within 30 days after contract award, the Contractor shall provide to the Contracting Officer a list of all system administrator positions and personnel filling those positions, along with a schedule that ensures certification of all personnel within 90 days after contract award. Additionally, the Contractor should report all personnel changes which impact system administrator positions within 5 days of the personnel change and ensure these individuals obtain System Administrator certification within 90 days after the change.

(7) The Contractor shall ensure that NASA's Sensitive But Unclassified (SBU) information as defined in NPR 1600.1, NASA Security Program Procedural Requirements, which includes privacy information, is encrypted in storage and transmission.

(8) When the Contractor is located at a NASA Center or installation or is using NASA IP address space, the Contractor shall--

(i) Submit requests for non-NASA provided external Internet connections to the Contracting Officer for approval by the Network Security Configuration Control Board (NSCCB);

(ii) Comply with the NASA CIO metrics including patch management, operating systems and application configuration guidelines, vulnerability scanning, incident reporting, system administrator certification, and security training; and

(iii) Utilize the NASA Public Key Infrastructure (PKI) for all encrypted communication or non-repudiation requirements within NASA when secure email capability is required.

(c) Physical and Logical Access Requirements.

(1) Contractor personnel requiring access to IT systems operated by the Contractor for NASA or interconnected to a NASA network shall be screened at an appropriate level in accordance with NPR 2810 and Chapter 4, NPR 1600.1, NASA Security Program Procedural Requirements. NASA shall provide screening, appropriate to the highest risk level, of the IT systems and information accessed, using, as a minimum, National Agency Check with Inquiries (NACI). The Contractor shall submit the required forms to the NASA Center Chief of Security (CCS) within fourteen (14) days after contract award or assignment of an individual to a position requiring screening. The forms may be obtained from the CCS. At the option of NASA, interim access may be granted pending completion of the required investigation and final access determination. For Contractors who will reside on a NASA Center or installation, the security screening required for all required access (e.g., installation, facility, IT, information, etc.) is consolidated to ensure only one investigation is conducted based on the highest risk level. Contractors not residing on a NASA installation will be screened based on their IT access risk level determination only. See NPR 1600.1, Chapter 4.

(2) Guidance for selecting the appropriate level of screening is based on the risk of adverse impact to NASA missions. NASA defines three levels of risk for which screening is required (IT-1 has the highest level of risk).

(i) IT-1--Individuals having privileged access or limited privileged access to systems whose misuse can cause very serious adverse impact to NASA missions. These systems include, for example, those that can transmit commands directly modifying the behavior of spacecraft, satellites or aircraft.

(ii) IT-2--Individuals having privileged access or limited privileged access to systems whose misuse can cause serious adverse impact to NASA missions. These systems include, for example, those that can transmit commands directly modifying the behavior of payloads on spacecraft, satellites or aircraft; and those that contain the primary copy of "level 1" information whose cost to replace exceeds one million dollars.

(iii) IT-3--Individuals having privileged access or limited privileged access to systems whose misuse can cause significant adverse impact to NASA missions. These systems include, for example, those that interconnect with a NASA network in a way that exceeds access by the general public, such as bypassing firewalls; and systems operated by the Contractor for NASA whose function or information has substantial cost to replace, even if these systems are not interconnected with a NASA network.

(3) Screening for individuals shall employ forms appropriate for the level of risk as established in Chapter 4, NPR 1600.1.

(4) The Contractor may conduct its own screening of individuals requiring privileged access or limited privileged access provided the Contractor can demonstrate to the Contracting Officer that the procedures used by the Contractor are equivalent to NASA's personnel screening procedures for the risk level assigned for the IT position.

(5) Subject to approval of the Contracting Officer, the Contractor may forgo screening of Contractor personnel for those individuals who have proof of a--

(i) Current or recent national security clearances (within last three years);

(ii) Screening conducted by NASA within the last three years that meets or exceeds the screening requirements of the IT position; or

(iii) Screening conducted by the Contractor, within the last three years, that is equivalent to the NASA personnel screening procedures as approved by the Contracting Officer and concurred on by the CCS.

(d) The Contracting Officer may waive the requirements of paragraphs (b) and (c)(1) through (c)(3) upon request of the Contractor. The Contractor shall provide all relevant information requested by the Contracting Officer to support the waiver request.

(e) The Contractor shall contact the Contracting Officer for any documents, information, or forms necessary to comply with the requirements of this clause.

(f) At the completion of the contract, the contractor shall return all NASA information and IT resources provided to the contractor during the performance of the contract and certify that all NASA information has been purged from contractor-owned systems used in the performance of the contract.

(g) The Contractor shall insert this clause, including this paragraph (g), in all subcontracts:

(1) Have physical or electronic access to NASA's computer systems, networks, or IT infrastructure; or

(2) Use information systems to generate, store, process, or exchange data with NASA or on behalf of NASA, regardless of whether the data resides on a NASA or a contractor's information system.

(End of clause)

2.15 1852.208-81 RESTRICTIONS ON PRINTING AND DUPLICATING. (NOV 2004)

2.16 1852.209-71 LIMITATION OF FUTURE CONTRACTING. (DEC 1988)

(a) The Contracting Officer has determined that this acquisition may give rise to a potential organizational conflict of interest. Accordingly, the attention of prospective offerors is invited to FAR Subpart 9.5 - Organizational Conflicts of Interest.

(b) The nature of this conflict is that the contractor may have access to proprietary, business confidential, or financial data of other companies by performing services in the following areas:

1. Cost estimates- by the Government or by other contractors relating to program budgets, construction costs, and other support costs.
2. Proprietary information- such as patents or through market researching in assessing potential applicability of such items to the work.
3. Confidential correspondences- in the development of new products to support program needs, such as system or component designs.

4. Access to sensitive information in preparing writing and/or editing contract announcements, Agency news releases, embargoed information and internal policies.

(c) The restrictions upon future contracting are as follows:

(1) If the Contractor, under the terms of this contract, or through the performance of tasks pursuant to this contract, is required to develop specifications or statements of work that are to be incorporated into a solicitation, the Contractor shall be ineligible to perform the work described in that solicitation as a prime or first-tier subcontractor under an ensuing NASA contract. This restriction shall remain in effect for a reasonable time, as agreed to by the Contracting Officer and the Contractor, sufficient to avoid unfair competitive advantage or potential bias (this time shall in no case be less than the duration of the initial production contract). NASA shall not unilaterally require the Contractor to prepare such specifications or statements of work under this contract.

(2) To the extent that the work under this contract requires access to proprietary, business confidential, or financial data of other companies, and as long as these data remain proprietary or confidential, the Contractor shall protect these data from unauthorized use and disclosure and agrees not to use them to compete with those other companies.

(End of clause)

2.17 ORGANIZATIONAL CONFLICTS OF INTEREST MITIGATION PLAN

During the Phase-in period and not later than the contract effective date the successful offeror shall submit for NASA approval a comprehensive Organizational Conflicts of Interest Mitigation Plan. This comprehensive plan shall incorporate any previous studies performed, shall thoroughly analyze all organizational conflicts of interest that might arise because the Contractor has access to other companies' sensitive information, and shall establish specific methods to control, mitigate, or eliminate all problems identified. The Contracting Officer, with advice from Center Legal Counsel, shall review the plan for completeness and identify to the Contractor substantive weaknesses and omissions for necessary correction. Once the Contractor has corrected the substantive weaknesses and omissions, the Contracting Officer shall incorporate the approved plan as an attachment to the contract.

(End of clause)

2.18 1852.215-84 OMBUDSMAN. (OCT 2003) ALTERNATE I (JUN 2000)

(a) An ombudsman has been appointed to hear and facilitate the resolution of concerns from offerors, potential offerors, and contractors during the preaward and postaward phases of this acquisition. When requested, the ombudsman will maintain strict confidentiality as to the source of the concern. The existence of the ombudsman is not to diminish the authority of the contracting officer, the Source Evaluation Board, or the selection official. Further, the ombudsman does not participate in the evaluation of proposals, the source selection process, or the adjudication of formal contract disputes. Therefore, before consulting with an ombudsman, interested parties must first address their concerns, issues, disagreements, and/or recommendations to the contracting officer for resolution.

(b) If resolution cannot be made by the contracting officer, interested parties may contact the installation ombudsman,

Mr. James E. Hattaway, Jr.
NASA John F. Kennedy Space Center
Mail Code AA-B
Kennedy Space Center FL 32899

Telephone number 321-867-2346
Fax 321-867-8807
Email James.E.Hattaway@nasa.gov.

Concerns, issues, disagreements, and recommendations which cannot be resolved at the installation may be referred to the NASA ombudsman, the Director of the Contract Management Division, at 202-358-0445, facsimile 202-358-3083, e-mail james.a.balinskas@nasa.gov. Please do not contact the ombudsman to request copies of the solicitation, verify offer due date, or clarify technical requirements. Such inquiries shall be directed to the Contracting Officer or as specified elsewhere in this document.

(c) If this is a task or delivery order contract, the ombudsman shall review complaints from contractors and ensure they are afforded a fair opportunity to be considered, consistent with the procedures of the contract.

(End of clause)

2.19 1852.216-80 TASK ORDERING PROCEDURE. (OCT 1996) ALTERNATE I (OCT 1996)

(a) Only the Contracting Officer may issue task orders to the Contractor, providing specific authorization or direction to perform work within the scope of the contract and as specified in the schedule. The Contractor may incur costs under this contract in performance of task orders and task order modifications issued in accordance with this clause. No other costs are authorized unless otherwise specified in the contract or expressly authorized by the Contracting Officer.

(b) Prior to issuing a task order, the Contracting Officer shall provide the Contractor with the following data:

(1) A functional description of the work identifying the objectives or results desired from the contemplated task order.

(2) Proposed performance standards to be used as criteria for determining whether the work requirements have been met.

(3) A request for a task plan from the Contractor to include the technical approach, period of performance, appropriate cost information, and any other information required to determine the reasonableness of the Contractor's proposal.

(c) Within 10 calendar days after receipt of the Contracting Officer's request, the Contractor shall submit a task plan conforming to the request.

(d) After review and any necessary discussions, the Contracting Officer may issue a task order to the Contractor containing, as a minimum, the following:

(1) Date of the order.

(2) Contract number and order number.

(3) Functional description of the work identifying the objectives or results desired from the task order, including special instructions or other information necessary for performance of the task.

(4) Performance standards, and where appropriate, quality assurance standards.

(5) Maximum dollar amount authorized (cost and fee or price). This includes allocation of award fee among award fee periods, if applicable.

(6) Any other resources (travel, materials, equipment, facilities, etc.) authorized.

(7) Delivery/performance schedule including start and end dates.

(8) If contract funding is by individual task order, accounting and appropriation data.

(e) The Contractor shall provide acknowledgment of receipt to the Contracting Officer within 1 calendar days after receipt of the task order.

(f) If time constraints do not permit issuance of a fully defined task order in accordance with the procedures described in paragraphs (a) through (d), a task order which includes a ceiling price may be issued.

(g) The Contracting Officer may amend tasks in the same manner in which they were issued.

(h) In the event of a conflict between the requirements of the task order and the Contractor's approved task plan, the task order shall prevail.

(i) Contractor shall submit weekly task order progress reports in accordance with DRD 004, "Weekly Activity Report".

(End of clause)

2.20 1852.219-76 NASA 8 PERCENT GOAL. (JUL 1997)

(a) Definitions.

Historically Black Colleges or University, as used in this clause, means an institution determined by the Secretary of Education to meet the requirements of 34 CFR Section 608.2. The term also includes any nonprofit research institution that was an integral part of such a college or university before November 14, 1986.

Minority institutions, as used in this clause, means an institution of higher education meeting the requirements of section 1046(3) of the Higher Education Act of 1965 (20 U.S.C. 1135d-5(3)) which for the purposes of this clause includes a Hispanic-serving institution of higher education as defined in section 316(b)(1) of the Act (20 U.S.C. 1059c(b)(1)).

Small disadvantaged business concern, as used in this clause, means a small business concern that (1) is at least 51 percent unconditionally owned by one or more individuals who are both socially and economically disadvantaged, or a publicly owned business having at least 51

percent of its stock unconditionally owned by one or more socially and economically disadvantaged individuals, and (2) has its management and daily business controlled by one or more such individuals. This term also means a small business concern that is at least 51 percent unconditionally owned by an economically disadvantaged Indian tribe or Native Hawaiian Organization, or a publicly owned business having at least 51 percent of its stock unconditionally owned by one or more of these entities, which has its management and daily business controlled by members of an economically disadvantaged Indian tribe or Native Hawaiian Organization, and which meets the requirements of 13 CFR 124.

Women-owned small business concern, as used in this clause, means a small business concern (1) which is at least 51 percent owned by one or more women or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women, and (2) whose management and daily business operations are controlled by one or more women.

(b) The NASA Administrator is required by statute to establish annually a goal to make available to small disadvantaged business concerns, Historically Black Colleges and Universities, minority institutions, and women-owned small business concerns, at least 8 percent of NASA's procurement dollars under prime contracts or subcontracts awarded in support of authorized programs, including the space station by the time operational status is obtained.

(c) The contractor hereby agrees to assist NASA in achieving this goal by using its best efforts to award subcontracts to such entities to the fullest extent consistent with efficient contract performance.

(d) Contractors acting in good faith may rely on written representations by their subcontractors regarding their status as small disadvantaged business concerns, Historically Black Colleges and Universities, minority institutions, and women-owned small business concerns.

(End of clause)

2.21 1852.223-72 SAFETY AND HEALTH (SHORT FORM). (APR 2002)

(a) Safety is the freedom from those conditions that can cause death, injury, occupational illness; damage to or loss of equipment or property, or damage to the environment. NASA's safety priority is to protect: (1) the public, (2) astronauts and pilots, (3) the NASA workforce (including contractor employees working on NASA contracts), and (4) high-value equipment and property.

(b) The Contractor shall take all reasonable safety and occupational health measures consistent with standard industry practice in performing this contract. The Contractor shall comply with all Federal, State, and local laws applicable to safety and occupational health and with the safety and occupational health standards, specifications, reporting requirements, and any other relevant requirements of this contract.

(c) The Contractor shall take, or cause to be taken, any other safety, and occupational health measures the Contracting Officer may reasonably direct. To the extent that the Contractor may be entitled to an equitable adjustment for those measures under the terms and conditions of this contract, the equitable adjustment shall be determined pursuant to the procedures of the Changes clause of this contract; provided, that no adjustment shall be made under this Safety and Health clause for any change for which an equitable adjustment is expressly provided under any other clause of the contract.

(d) The Contracting Officer may notify the Contractor in writing of any noncompliance with this clause and specify corrective actions to be taken. In situations where the Contracting Officer becomes aware of noncompliance that may pose a serious or imminent danger to safety and health of the public, astronauts and pilots, the NASA workforce (including Contractor employees working on NASA contracts), or high value mission critical equipment or property, the Contracting Officer shall notify the Contractor orally, with written confirmation. The Contractor shall promptly take and report any necessary corrective action. The Government may pursue appropriate remedies in the event the Contractor fails to promptly take the necessary corrective action.

(e) The Contractor (or subcontractor or supplier) shall insert the substance of this clause, including this paragraph (e) and any applicable Schedule provisions, with appropriate changes of designations of the parties, in subcontracts of every tier that exceed the micro-purchase threshold.

(End of clause)

2.21.1 1852.223-74 DRUG AND ALCOHOL FREE WORKFORCE (1852.223-74) (MAR 1996) (DEVIATION)

(a) Definitions. As used in this clause the terms "employee," "controlled substance," "employee in a sensitive position," and "use, in violation of applicable law or Federal regulation, of alcohol" are as defined in 48 CFR 1823.570-2.

(b) (1) The Contractor shall institute and maintain a program for achieving a drug-and alcohol-free workforce. As a minimum, the program shall provide for preemployment, reasonable suspicion, random, post-accident, and periodic recurring (follow-up) testing of contractor employees in sensitive positions for use, in violation of applicable law or Federal regulation, of alcohol or a controlled substance. The Contractor may establish its testing or rehabilitation program in cooperation with other contractors or organizations.

(2) In determining which positions to designate as "sensitive," the contractor will use the NASA Procedural Requirements (NPR) 3792.1B (July 29, 2006), Appendices A and B on "Testing Designated Positions" (TDPs) for federal employees, as a guide for the criteria and in designating "sensitive" positions for contractor employees.

(3) This clause neither prohibits nor requires the Contractor to test employees in a foreign country. If the Contractor chooses to conduct such testing, this clause does not authorize the Contractor to violate foreign law in conducting such testing.

(4) The contractor's program shall test for the use of phencyclidine (PCP), amphetamines, opiates, marijuana, cocaine, and alcohol. The Contractor's program may test for the use of other controlled substances. For example, the contractor may adopt and implement a more expansive drug- and alcohol-free workplace policy and testing program permitted under federal or state law (*e.g.*, Florida Statutes §§ 440.101 *et seq.*) or other authority.

(5) The contractor shall employ post-accident testing for all employees in sensitive positions

performing work on a NASA facility for phencyclidine (PCP), amphetamines, opiates, marijuana, cocaine, and alcohol. Post-accident testing shall be conducted when the Contractor determines the employee's actions are reasonably suspected of having caused or contributed to an accident resulting in death or personal injury requiring immediate hospitalization or damage to Government or private property estimated to exceed $10,000.

(6) The Contractor's program shall conform to the "Mandatory Guidelines for Federal Workplace Drug Testing Programs" published by the Department of Health and Human Services (59 FR 29908, June 9, 1994) and the procedures in 49 CFR part 40, "Procedures for Transportation Workplace Drug Testing Programs," in which references to "DOT" shall be read as "NASA", and the split sample method of collection shall be used.

(c) (1) The Contractor's program shall provide, where appropriate, for the suspension, disqualification, or dismissal of any employee in a sensitive position in any instance where a test conducted and confirmed under the Contractor's program indicates that such individual has used, in violation of applicable law or Federal regulation, alcohol or a controlled substance.

(2) The Contractor's program shall further prohibit any such individual from working in a sensitive position on a NASA contract, unless such individual has completed a program of rehabilitation described in paragraph (d) of this clause.

(3) The Contractor's program shall further prohibit any such individual from working in any sensitive position on a NASA contract if the individual is determined under the Contractor's program to have used, in violation of applicable law or Federal regulation, alcohol or a controlled substance and the individual meets any of the following criteria:

(i) The individual had undertaken or completed a rehabilitation program described in paragraph (d) of this clause prior to such use;
(ii) Following such determination, the individual refuses to undertake such a rehabilitation program;
(iii) Following such determination, the individual fails to complete such a rehabilitation program; or
(iv) The individual used a controlled substance or alcohol while on duty.

(d) The Contractor shall institute and maintain an appropriate rehabilitation program which shall, as a minimum, provide for the identification and opportunity for treatment of employees whose duties include responsibility for safety-sensitive, security, or National security functions who are in need of assistance in resolving problems with the use of alcohol or controlled substances.

(e) The requirements of this clause shall take precedence over any state or local Government laws, rules, regulations, ordinances, standards, or orders that are inconsistent with the requirements of this clause.

(f) For any collective bargaining agreement, the Contractor will negotiate the terms of its program with employee representatives, as appropriate, under labor relations laws or negotiated agreements. Such negotiation, however, cannot change the requirements of this clause. Employees covered under collective bargaining agreements will not be subject to the requirements of this clause until those agreements have been modified, as necessary; provided, however, that if one year after commencement of negotiation the parties have failed to reach

agreement, an impasse will be determined to have been reached and the Contractor will unilaterally implement the requirements of this clause.

(g) The Contractor shall insert a clause containing all the terms of this clause, including this paragraph (g), in all subcontracts in which work is performed by an employee in a sensitive position, except subcontracts for commercial items (see FAR Parts 2 and 12).

End of Clause

2.22 1852.223-75 MAJOR BREACH OF SAFETY OR SECURITY. (FEB 2002) -- ALTERNATE I (FEB 2006)

2.23 1852.225-70 EXPORT LICENSES. (FEB 2000)

(b) The Contractor shall be responsible for obtaining export licenses, if required, before utilizing foreign persons in the performance of this contract, including instances where the work is to be performed on-site at Kennedy Space Center, where the foreign person will have access to export-controlled technical data or software.

2.24 1852.228-75 MINIMUM INSURANCE COVERAGE. (OCT 1988)

2.25 1852.237-70 EMERGENCY EVACUATION PROCEDURES. (DEC 1988)

2.26 1852.237-72 ACCESS TO SENSITIVE INFORMATION (JUNE 2005)

2.27 1852.237-73 RELEASE OF SENSITIVE INFORMATION (JUNE 2005)

2.28 1852.242-72 OBSERVANCE OF LEGAL HOLIDAYS. (AUG 1992)

(a) The on-site Government personnel observe the following holidays:

New Year's Day

Labor Day

Martin Luther King, Jr.'s Birthday

Columbus Day

President's Day

Veterans Day

Memorial Day

Thanksgiving Day

Independence Day

Christmas Day

Any other day designated by Federal statute, Executive order, or the President's proclamation.

(b) When any holiday falls on a Saturday, the preceding Friday is observed. When any holiday falls on a Sunday, the following Monday is observed. Observance of such days by Government personnel shall not by itself be cause for an additional period of performance or entitlement of compensation except as set forth within the contract.

ALTERNATE II (OCT 2000)

(c) When the NASA installation grants administrative leave to its Government employees (e.g., as a result of inclement weather, potentially hazardous conditions, or other special circumstances), Contractor personnel working on-site should also be dismissed. However, the contractor shall provide sufficient on-site personnel to perform round-the-clock requirements of critical work already in process, unless otherwise instructed by the Contracting Officer or authorized representative.

(d) Whenever administrative leave is granted to Contractor personnel pursuant to paragraph (c), the salaries and wages paid by the Contractor for the period of any such excused absence may be a billable item under this contract only for regularly employed, on-site, full-time or part-time employees scheduled to work during the granted administrative leave if approved by the Contracting Officer. The billable amount shall be limited to the regular hourly rates identified in Contract Table 1.3.1, Billable Rate Schedule.

2.29 1852.245-71 INSTALLATION-ACCOUNTABLE GOVERNMENT PROPERTY. (DEVIATION) (SEP 2007)

(a) The Government property described in paragraph (c) of this clause may be made available to the Contractor on a no-charge basis for use in performance of this contract. This property shall be utilized only within the physical confines of the NASA installation that provided the property unless authorized by the contracting officer under (b)(1)(iv). Under this clause, the Government retains accountability for, and title to, the property, and the Contractor shall comply with the following:

NASA Procedural Requirements (NPR) 4100.1, NASA Materials Inventory Management Manual

NASA Procedural Requirements (NPR) 4200.1, NASA Equipment Management Procedural Requirements

NASA Procedural Requirement (NPR) 4300.1, NASA Personal Property Disposal Procedural Requirements

Property not recorded in NASA property systems must be managed in accordance with the requirements of FAR 52.245-1.

The Contractor shall establish and adhere to a system of written procedures to assure continued, effective management control and compliance with these user responsibilities. Such procedures must include holding employees liable, when appropriate, for loss, damage, or destruction of Government property.

(b) (1) The official accountable recordkeeping, financial control, and reporting of the property subject to this clause shall be retained by the Government and accomplished within NASA management information systems prescribed by the installation Supply and Equipment Management Officer (SEMO) and Financial Management Officer. If this contract provides for the Contractor to acquire property, title to which will vest in the Government, the following additional procedures apply:

(i) The Contractor's purchase order shall require the vendor to deliver the property to the installation central receiving area.

(ii) The Contractor shall furnish a copy of each purchase order, prior to delivery by the vendor, to the installation central receiving area.

(iii) The Contractor shall establish a record of the property as required by FAR 52.245-1, Government Property, and furnish to the Industrial Property Officer a DD Form 1149, Requisition and Invoice/Shipping Document, (or installation equivalent) to transfer accountability to the Government within 5 working days after receipt of the property by the Contractor. The Contractor is accountable for all contractor-acquired property until the property is transferred to the Government's accountability.

(iv) Contractor use of Government property at an off-site location and off-site subcontractor use require advance approval of the Contracting Officer and notification of the Industrial Property Officer. The property shall be considered Government furnished and the Contractor shall assume accountability and financial reporting responsibility. The Contractor shall establish records and property control procedures and maintain the property in accordance with the requirements of FAR 52.245-1, Government Property, until its return to the installation. NASA Procedural Requirements related to property loans shall not apply to offsite use of property by contractors.

(2) After transfer of accountability to the Government, the Contractor shall continue to maintain such internal records as are necessary to execute the user responsibilities identified in paragraph (a) of this clause and document the acquisition, billing, and disposition of the property. These records and supporting documentation shall be made available, upon request, to the SEMO and any other authorized representatives of the Contracting Officer.

(c) The following property and services are provided.

(1) Office space, work area space, and utilities. Government telephones are available for official purposes only.

(2) Office furniture.

(3) Computers with e-mail capability and access to the Internet, facsimile and photocopier machines.

(i) If the Contractor acquires property, title to which vests in the Government pursuant to other provisions of this contract, this property also shall become accountable to the Government upon its entry into Government records.

(ii) The Contractor shall not bring to the installation for use under this contract any property owned or leased by the Contractor, or other property that the Contractor is accountable for under any other Government contract, without the Contracting Officer's prior written approval.

(4) Supplies from stores stock.

(5) Publications and blank forms stocked by the installation.

(6) Safety and fire protection for Contractor personnel and facilities.

(7) Installation service facilities: None.

(8) Medical treatment of a first-aid nature for Contractor personnel injuries or illnesses sustained during on-site duty.

(9) Cafeteria privileges for Contractor employees during normal operating hours.

(10) Building maintenance for facilities occupied by Contractor personnel.

(11) Moving and hauling for office moves, movement of large equipment, and delivery of supplies. Moving services may be provided on-site, as approved by the Contracting Officer.

(End of clause)

2.30 PERIOD OF PERFORMANCE

The period of performance of this contract is from 5/1/08 to 9/30/08

(End of clause)

2.31 PLACE OF PERFORMANCE - SERVICES

The services to be performed under this contact shall be performed at the following location(s): NASA John F. Kennedy Space Center; Cape Canaveral Air Force Station; Patrick Air Force Base, FL. And any other location authorized by the Contracting Officer.

(End of clause)

2.32 52.219-11 SPECIAL 8(A) CONTRACT CONDITIONS (FEB 1990)(DEVIATION)

(a) This contract is issued as a direct award between the contracting activity and the 8(a) contractor pursuant to a Memorandum of Understanding between the Small Business Administration (SBA) and the National Aeronautics and Space Administration. Accordingly, the SBA is not a party to this contract. SBA does retain responsibility for 8(a) certification, 8(a) eligibility determinations and related issues, and providing counseling and assistance to the 8(a) contractor under the 8(a) program. The cognizant SBA district office is:

U.S. Small Business Administration
South Florida District Office
100 South Biscayne Boulevard, 7th Floor
Miami, FL 33131-2011

(b) The contracting activity is responsible for administering the contract and taking any action on behalf of the Government under the terms and conditions of the contract; provided, however, that the contracting activity shall give advance notice to the SBA before it issues a final notice terminating performance, either in whole or in part, under the contract. The contracting activity shall also coordinate with the SBA prior to processing any novation agreement. The contracting activity may assign contract administration functions to a contract administration office.

(c) The contractor agrees --

(1) To notify the Contracting Officer, simultaneous with its notification to SBA (as required by SBA's 8(a) regulations), when the owner or owners upon whom 8(a) eligibility is based plan to relinquish ownership or control of the concern. Consistent with Section 407 of Public Law 100-656, transfer of ownership or control shall result in termination of the contract for convenience, unless SBA waives the requirement for termination prior to the actual relinquishing of ownership and control; and

(2) It will not subcontract the performance of any of the requirements of this contract without the prior written approval of the SBA and the Contracting Officer.

(End of clause)

2.32.1 KSC 52.223-121 Reporting of Incidents Involving Workplace Violence (July 2008)

The contractor shall conduct training on and develop procedures for recognizing, managing and responding to incidents and threats of workplace violence as defined in NASA Policy Directive (NPD) 1600.3. Contractors shall also promptly report all incidents involving workplace violence to the Protective Services Office. If the NASA Workplace Violence Prevention and Response (WVPR) Team Chair and Co Chair determine it is appropriate for the committee to meet, the contractor shall participate in the meeting. The contractor is also responsible for reporting disposition of the incident reported to the NASA WVPR Team.

This requirement shall flow down to the subcontractors, however the subcontractors shall report up through the prime contractor.

2.33 RESERVED

2.34 KSC 52.242-90 CONTROLS APPLICABLE TO CONTRACTOR'S ACTIVITIES (OCT 2007)

The publications below, and subsequent revisions thereof, are incorporated herein by reference. These publications prescribe regulatory and procedural criteria which are applicable to this contract. The contractor shall promptly take corrective action upon notice of noncompliance from the Contracting Officer or his/her authorized representative(s) with any provision of the publications listed below.

QA-UG-0001	KSC Employee Safety & Health Pocket Guide **(See Note 1)**
JHB 2000	Consolidated Comprehensive Emergency Management Plan
KNPD 1440.1	KSC Records Management and Vital Records Programs
KNPD 1800.2	KSC Hazard Communication Program (In addition to the above, the Contractor shall coordinate submission of hazardous material safety data to the NASA/KSC Materials Safety Data Sheet Archive with the Joint Base Operations Support Contract MSDS Program Administrator.)
KNPD 1810.1	KSC Occupational Medicine Program
KNPD 8500.1	KSC Environmental Management
KNPR 1600.1	KSC Security Procedural Requirements
KNPR 1820.3	KSC Hearing Loss Prevention Program
KNPR 1820.4	KSC Respiratory Protection Program
KNPR 1840.19	KSC Industrial Hygiene Programs
KNPR 1870.1	KSC Sanitation Program
KNPR 4000.1	Supply and Equipment System Manual
KNPR 6000.1	Transportation Support System
KNPR 8500.1	KSC Environmental Requirements
KNPR 8715.3	KSC Safety Practices Procedural Requirements
KNPR 8830.1	Facilities and Real Property Procedural Requirements
KNPD 1860.1	KSC Radiation Protection Program (Applicable for services performed at KSC and CCAFS involving procurement, use, or handling of ionizing or non-ionizing radiation producing equipment, devices, materials or operations such as: ultraviolet lamps, infrared devices, lasers, RF/microwave transmitters, x-ray) In addition to compliance with KNPD 1860.1 and 45SWI40-201 (if applicable), the Contractor shall submit, for the Contracting Officer's approval within 30 days after contract award, the names and addresses of laboratories used to perform activities
45SWI40-201	45th Space Wing Instruction 40-201 Radiation Protection Program (In addition to KNPD 1860.1, applicable to contracts for services performed at CCAFS)
KNPR 2570.1	KSC Radio Frequency Spectrum Management Procedural Requirements (Applicable to all construction or construction-related projects) During periods of special testing on Kennedy Space Center and at the Cape Canaveral Air Force Station, the Contractor may be required to cease radiating on any radio equipment that may be utilized at the time. Any construction equipment utilized by the Contractor which may be causing radio frequency interference will be required to shut down during special tests. NASA will utilize its frequency analysis equipment to determine the interference.
KNPD 1600.3	Use of Alcoholic Beverages on Kennedy Space Center (KSC) Property

Note 1: Emergency Medical Treatment

The contractor shall immediately call for assistance with personnel injury or illness for any incident requiring emergency medical treatment for contractor or subcontractor personnel, or invitees on KSC, or if any person on the job site is rendered unconscious. The contractor shall require the victim to sign an appropriate "refusal of treatment" form, if medical evaluation or treatment is offered and refused.

Emergency Response onsite at KSC or CCAFS
911 from a landline phone service
321-867-7911 from a cell phone

Note 2: Asbestos-Containing Building Materials

A. Asbestos-Containing Building Materials (ACBM) are known to be present in facilities assigned under the scope of this contract. The Government will provide information regarding the location and quantity of known ACBM in NASA/KSC facilities to the facility tenant organizations through the JBOSC Environmental Health office.

B. Special requirements, coordination, and precautions will apply to any work taking place under contracts that involves disturbance of ACBM. Contractors whose contracts require work involving ACBM are required to provide a written program for such work as part of its health and safety plan which is consistent with the requirements of 29 CFR 1926.1101. The contractor shall coordinate any such work involving ACBM with JBOSC Environmental Health, SGS Fire Services, and any other resident government or contractor organization whose employees may have access to the work location.

Note 3: Confined Spaces

Special requirements, coordination, and precautions will apply to any contract work taking place in confined spaces. Each contractor contracted to perform work in confined spaces is required to provide a written program for such work as part of its health and safety plan which is consistent with the requirements of 29 CFR 1910.146. For work in telecommunications manholes, provisions of 29 CFR 1910.268(o) are also applicable. The contractor shall coordinate any such work in confined spaces with Environmental Health, Fire Services, and any other resident government or contractor organization whose employees may have access to the work location. The provision of Environmental Health services by the government does not prohibit the contractor from providing their own atmospheric testing.

(End of clause)

2.35 KSC 52.204-96 SECURITY CONTROLS FOR KSC AND CCAFS (JAN 2007)

A. <u>Identification of Employees</u>

1. Badging

i. Kennedy Space Center (KSC) badging is mandatory for all Contractor personnel (e.g. administrative, technical, Architect and Engineering, supervisory, construction crafts,

etc.) who require access into KSC or Cape Canaveral Air Force Station (CCAFS). The contractor shall require each employee, and each subcontractor employee who require access to KSC or CCAFS to obtain identification badges, and special controlled area access badges, as necessary. Identification and badging of employees must be completed prior to issuance of a Notice to Proceed by the Contracting Officer, if applicable, or commencement of activities by unbadged employees.

ii. Prior to proceeding with performance, the contractor shall submit the following information to the contracting officer, who will certify it and pass the information on to the Badging office:

a. Contract number and location of work site(s);
b. Contract commencement and completion dates;
c. Status as prime or subcontractor; and,
d. Name of the Contractor designated security/badging official. (Designated badging officials must receive a badging briefing, identifying badging requirements/restrictions, prior to being authorized as badging officials.)

iii. During performance of this contract, issued badges shall be worn by contractor employees and prominently displayed at all times while on KSC or CCAFS property, unless wearing the badge creates a safety hazard. Upon termination of an employee, or completion/termination of the contract, the contractor shall immediately deliver such employee's identification and access badge(s) to the Security Badging office, either at a Pass and Identification Station (PIDS) or in the Visitor Records Center, Room 1470, KSC Headquarters Building. NASA Identification badges remain the property of NASA and the Government reserves the right to invalidate/confiscate such badges at any time.

iv. To ensure timely and efficient issuance of identification and special access badges to contractor personnel, immediately after contract award but prior to notice to proceed or work on-site, the contractor shall designate in writing to the Contracting Officer a security/badging official for the contract/contractor. Concurrently, the designated security/badging official shall submit to the Contracting Officer a KSC Form 20-162 (Request for KSC Picture Badge) for each employee requiring access to KSC or CCAFS. This is the minimum paperwork required for each employee (and subcontractor employee) for issuance of identification badges only.

2. Homeland Security Presidential Directive (HSPD) 12, Federal Information Processing Standards (FIPS) Publication 201, and Office of Management and Budget (OMB) Guidance M-05-24 Compliance

i. In compliance with Homeland Security Presidential Directive (HSPD) 12, Federal Information Processing Standards (FIPS) Publication 201, and Office of Management and Budget (OMB) Guidance M-05-24, all persons who will have access to government controlled facilities or access to a Federal information system for a period of in excess of 180 days must have a favorably completed National Agency Check with Written Inquiries (NACI). To accomplish this, the forms listed below need to be submitted to the Personnel Security Support Office, Room 1503, KSC Headquarters Building. FIPS Pub 201 requires identification verification be accomplished by the applicant (person to be badged) providing two items of identification listed in Department of Homeland Security (DHS) Form I-9.

a. KSC Form 20 – 87, NASA PRP Investigation and Qualification Data Request;
b. FD Form 258, Fingerprint Card
c. Standard Form 85, Questionnaire for Non-Sensitive Positions; and,
d. Optional Form 306, Declaration for Federal Position Employment.

B. Badging Restrictions/Categories

1. White Temporary Pass (WTP). Under current KSC security restrictions, an "Unescorted" White Temporary Pass (WTP) is required for unescorted entry through the KSC perimeter gates. (Permanent picture badges are no longer required.) The Contractor's designated security/badging official is authorized to request issuance of WTPs (or consent to retain existing WTPs) for those individuals that he/she can "vouch" for, based upon verification of U.S. citizenship and demonstrated work history. The contractor security/badging official is responsible for ensuring the integrity of this system, will be held accountable for issuance of a WTP to any unauthorized individual, and is responsible for the behavior of anyone for whom s/he authorizes a badge.

2. Pink Temporary Pass (PTP). Any individual for whom the designated security/badging official cannot "vouch" in accordance with the above criteria will be issued a "To Be Escorted" Pink Temporary Pass (PTP). All persons with PTPs, including vendors, must be signed in at the perimeter gate and escorted to and from the job site. The escort must maintain visual contact with their escortee(s) at all times and shall escort them off KSC property at the conclusion of their on-site work.

3. Green Temporary Pass (GTP). Persons who are not a United States citizen or are an employee of a foreign government, company, or other foreign entity must be so identified by being issued a green temporary pass. Each such employee must obtain individual prior approval for entry from the KSC International Visits Coordinator (IVC) in the NASA Protective Services Office (TA-G).

4. Access to Controlled Areas within KSC.

i. Certain areas within KSC have been designated as Controlled Areas. These are normally surrounded by fencing and have an entrance gate monitored by a security officer or a monitoring device. Access into such areas is classified as either "escorted" or "unescorted" access. For unescorted access into these areas, for each employee, the contractor must submit to the Contracting Officer's Technical Representative (COTR), in addition to the NACI forms listed above in paragraph A.3.a-d, a NASA Form 1730, Request for Unescorted Access/Personnel Reliability Program.

ii. The NASA Protective Services Office, or its designee, the Personnel Security Support Office (PSSO), will determine whether the person is eligible for unescorted access within 14 working days after the receipt of the properly completed forms and so inform the COTR. The COTR will notify the contractor of the NASA Protective Services Office's approval/disapproval. Access to controlled areas is granted when the requisite safety training has been successfully completed.

iii. All contractor employees utilized on the job site will not require unescorted access. However, it is the contractor's responsibility to designate and submit the required information on a sufficient number to provide escort service to those not cleared for unescorted access. The contractor escort will be required to meet the work crew at the

security area gate at the beginning of the Contractor's workday/shift and escort them as a group to the job site. The escort will keep the crews within site until they are escorted back to the area gate at the end of the workday. No authorized personnel will leave the immediate work area without an appropriately badged escort.

iv. The Government will provide, at no cost to the contractor, investigative services for a designated number of employees/workers escorts. If, through attrition or personnel turnover, the contractor requires additional employees to be investigated for unescorted access, the contract price shall be reduced by $100.00 per person in excess of the designated number. If, because of varying mobilization approaches, the contractor desires unescorted access for more than the stated quantity, the contractor may request additional clearances at a reduction in contract price of $100.00 per person.

v. The prime contractor is responsible for providing escort services for any of his employees and/or any subcontractor employees who are not eligible for unescorted access. The Government will not provide escort service under this contract. The contractor shall be responsible for all delays and costs caused by its failure to provide for unescorted access. All requests for unescorted access by subcontractors will be submitted through the prime contractor to the COTR for processing by the NASA Protective Services Office, or its designee, the PSSO.

vi. One or more on-site training classes may be required for admittance to the work area and for inclusion on the Job Site Access List for Controlled-access Areas. The total training will not exceed four hours. Contractors may schedule any required training for their employees by contacting the COTR. The Contractor shall maintain a record of employees receiving the training.

vii. This project is to be performed in a limited access area. The designated number of employees for whom interim unescorted access investigations will be performed at no cost to the contractor is 200.

(End of clause)

2.36 KSC 52.242-93 CONTRACTOR WORKFORCE REPORT - ONSITE CONTRACTORS AND SUBCONTRACTORS (OCT 2006)

The Contractor shall submit, on a quarterly basis, a manpower report delineating information about its workforce. The report shall include: the contract number, the contractor's total on-site workforce, total on-site union represented employees by bargaining unit, total on-site non-union represented employees, and total off-site workforce performing on the contract. The Contractor shall provide this information no later than 10 days after the close of each reporting period which end March 31st, June 30th, September 30th , and December 31st. The report shall be submitted to the Contracting Officer with copies to Workforce Planning and Analysis Office, (Code BA-D) and Industrial Labor Relations Office (Code OP) in accordance with DRD 001.

(End of clause)

2.37 52.219-18 NOTIFICATION OF COMPETITION LIMITED TO ELIGIBLE 8(A) CONCERNS (JUNE 2003) (DEVIATION)

(a) Offers are solicited only from small business concerns expressly certified by the Small Business Administration (SBA) for participation in the SBA's 8(a) Program and which meet the following criteria at the time of submission of offer—

(1) The Offeror is in conformance with the 8(a) support limitation set forth in its approved business plan; and

(2) The Offeror is in conformance with the Business Activity Targets set forth in its approved business plan or any remedial action directed by the SBA.

(b) By submission of its offer, the Offeror represents that it meets all of the criteria set forth in paragraph (a) of this clause.

(c) Any award resulting from this solicitation will be made directly by the Contracting Officer to the successful 8(a) offeror selected through the evaluation criteria set forth in this solicitation.

(d) (1) Agreement. A small business concern submitting an offer in its own name shall furnish, in performing the contract, only end items manufactured or produced by small business concerns in the United States or its outlying areas. If this procurement is processed under simplified acquisition procedures and the total amount of this contract does not exceed $25,000, a small business concern may furnish the product of any domestic firm. This subparagraph does not apply in connection with construction or service contracts.

(2) The TBD will notify the Kennedy Space Center Contracting Officer in writing immediately upon entering an agreement (either oral or written) to transfer all or part of its stock or other ownership interest to any other party.

(End of clause)

SECTION 3 - 52.212-5 ATTACHMENT

3.1 52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS - COMMERCIAL ITEMS. (SEP 2007)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

(1) 52.233-3, Protest After Award (AUG 1996) (31 U.S.C. 3553).

(2) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004) (Pub. L. 108-77, 108-78).

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items: Contracting Officer check as appropriate.

☒ (1) 52.203-6, Restrictions on Subcontractor Sales to the Government (SEP 2006), with Alternate I (OCT 1995) (41 U.S.C. 253g and 10 U.S.C. 2402).

☐ (2) 52.219-3, Notice of Total HUBZone Set-Aside (JAN 1999) (15 U.S.C. 657a).

☐ (3) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (JUL 2005) (if the offeror elects to waive the preference, it shall so indicate in its offer) (15 U.S.C. 657a).

☐ (4) Reserved.

☐ (5) (i) 52.219-6, Notice of Total Small Business Set-Aside (JUN 2003) (15 U.S.C. 644).

☐ (ii) Alternate I (OCT 1995) of 52.219-6.

☐ (iii) Alternate II (MAR 2004) of 52.219-6.

☐ (6) (i) 52.219-7, Notice of Partial Small Business Set-Aside (JUN 2003) (15 U.S.C. 644).

☐ (ii) Alternate I (OCT 1995) of 52.219-7.

☐ (iii) Alternate II (MAR 2004) of 52.219-7.

☒ (7) 52.219-8, Utilization of Small Business Concerns (MAY 2004) (15 U.S.C. 637 (d)(2) and (3)).

☐ (8) (i) 52.219-9, Small Business Subcontracting Plan (SEP 2007) (15 U.S.C. 637(d)(4).

☐ (ii) Alternate I (OCT 2001) of 52.219-9.

☐ (iii) Alternate II (OCT 2001) of 52.219-9.

☒ (9) 52.219-14, Limitations on Subcontracting (DEC 1996) (15 U.S.C. 637(a)(14)).

☐ (10) 52.219-16, Liquidated Damages--Subcontracting Plan (JAN 1999) (15 U.S.C. 637(d)(4)(F)(i)).

☐ (11) (i) 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns (SEP 2005) (10 U.S.C. 2323) (if the offeror elects to waive the adjustment, it shall so indicate in its offer).

☐ (ii) Alternate I (JUN 2003) of 52.219-23.

☐ (12) 52.219-25, Small Disadvantaged Business Participation Program - Disadvantaged Status and Reporting (OCT 1999) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

☐ (13) 52.219-26, Small Disadvantaged Business Participation Program - Incentive Subcontracting (OCT 2000) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

☐ (14) 52.219-27, Notice of Total Service-Disabled Veteran-Owned Small Business Set-Aside (May 2004)(15 U.S.C. 657 f).

☐ (15) 52.219-28, Post Award Small Business Program Rerepresentation (JUNE 2007) (15 U.S.C. 632(a)(2)).

☒ (16) 52.222-3, Convict Labor (JUN 2003) (E.O. 11755).

☐ (17) 52.222-19, Child Labor - Cooperation with Authorities and Remedies (AUG 2007) (E.O. 13126).

☒ (18) 52.222-21, Prohibition of Segregated Facilities (FEB 1999).

☒ (19) 52.222-26, Equal Opportunity (MAR 2007) (E.O. 11246).

☒ (20) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEP 2006) (38 U.S.C. 4212).

☒ (21) 52.222-36, Affirmative Action for Workers with Disabilities (JUN 1998) (29 U.S.C. 793).

☒ (22) 52.222-37, Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEP 2006) (38 U.S.C. 4212).

☒ (23) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (DEC 2004) (E.O. 13201).

☒ (24) (i) 52.222-50, Combating Trafficking in Persons (AUG 2007) (Applies to all contracts).

☐ (ii) Alternate I (AUG 2007) of 52.222-50.

☐ (25) (i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated Products (AUG 2000) (42 U.S.C. 6962(c)(3)(A)(ii)).

☐ (ii) Alternate I (AUG 2000) of 52.223-9 (42 U.S.C. 6962(i)(2)(C)).

☐ (26) 52.225-1, Buy American Act - Supplies (JUN 2003) (41 U.S.C. 10a-10d).

☐ (27) (i) 52.225-3, Buy American Act--Free Trade Agreements--Israeli Trade Act (AUG 2007) (41 U.S.C. 10a-10d, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, Pub. L 108-77, 108-78, 108-286, 109-53 and 109-169).

☐ (ii) Alternate I (JAN 2004) of 52.225-3.

☐ (iii) Alternate II (JAN 2004) of 52.225-3.

☐ (28) 52.225-5, Trade Agreements (AUG 2007) (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note).

☒ (29) 52.225-13, Restrictions on Certain Foreign Purchases (FEB 2006) (E.o.s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).

☐ (30) 52.226-4, Notice of Disaster or Emergency Area Set-Aside (AUG 2006) (42 U.S.C. 5150).

☐ (31) 52.226-5, Restrictions on Subcontracting Outside Disaster or Emergency Area (AUG 2006) (42 U.S.C. 5150).

☐ (32) 52.232-29, Terms for Financing of Purchases of Commercial Items (FEB 2002) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).

☒ (33) 52.232-30, Installment Payments for Commercial Items (OCT 1995) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).

☐ (34) 52.232-33, Payment by Electronic Funds Transfer - Central Contractor Registration (OCT 2003) (31 U.S.C. 3332).

☒ (35) 52.232-34, Payment by Electronic Funds Transfer - Other than Central Contractor Registration (MAY 1999) (31 U.S.C. 3332).

☐ (36) 52.232-36, Payment by Third Party (MAY 1999) (31 U.S.C. 3332).

☒ (37) 52.239-1, Privacy or Security Safeguards (AUG 1996) (5 U.S.C. 552a).

☐ (38) (i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. Appx 1241(b) and 10 U.S.C. 2631).

☐ (ii) Alternate I (APR 2003) of 52.247-64.

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items: (Contracting Officer check as appropriate.)

☒ (1) 52.222-41, Service Contract Act of 1965, as Amended (JUL 2005) (41 U.S.C. 351, et seq.).

☒ (2) 52.222-42, Statement of Equivalent Rates for Federal Hires (MAY 1989) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

☐ (3) 52.222-43, Fair Labor Standards Act and Service Contract Act--Price Adjustment (Multiple Year and Option Contracts) (NOV 2006) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

☐ (4) 52.222-44, Fair Labor Standards Act and Service Contract Act--Price Adjustment (FEB 2002) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

☐ (5) 52.237-11, Accepting and Dispensing of $1 Coin (AUG 2007)(31 U.S.C. 5112(p)(1)).

(d) *Comptroller General Examination of Record*. The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records - Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e) (1) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c), and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in paragraphs (i) through (vii) of this paragraph in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause--

(i) 52.219-8, Utilization of Small Business Concerns (MAY 2004) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds $550,000 ($1,000,000 for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(ii) 52.222-26, Equal Opportunity (MAR 2007) (E.O. 11246).

(iii) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEP 2006) (38 U.S.C. 4212).

(iv) 52.222-36, Affirmative Action for Workers with Disabilities (JUN 1998) (29 U.S.C. 793).

(v) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (DEC 2004) (E.O. 13201).

(vi) 52.222-41, Service Contract Act of 1965, as Amended (JUL 2005), flow down required for all subcontracts subject to the Service Contract Act of 1965 (41 U.S.C. 351, et seq.).

(vii) 52.222-50, Combating Trafficking in Persons (AUG 2007) (22 U.S.C. 7104(g)). Flow down required in accordance with paragraph (f) of FAR clause 52.222-50.

(viii) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. Appx 1241(b) and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(2) While not required, the contractor may include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(End of clause)

SECTION 4 - CONTRACT DOCUMENTS, EXHIBITS OR ATTACHMENTS

4.1 LIST OF ATTACHMENTS

The following documents are attached hereto and made a part of this contract:

(1) Wage Determination
(2) Data Requirements List and Data Requirements
(3) Position Descriptions
(4) Organizational Conflict of Interest (OCI) Plan

(End of Clause)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	PAGE	OF PAGES
	1	1

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
000016	See Block 16C		

6. ISSUED BY CODE KSC

NASA/John F. Kennedy Space Center
Office of Procurement
MAIL CODE OP-OS
KENNEDY SPACE CENTER FL 32899

7. ADMINISTERED BY (If other than Item 6) CODE KSC

NASA/Kennedy Space Center
Office of Procurement
MAIL CODE OP-OS
KENNEDY SPACE CENTER FL 32899

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

REDE CRITIQUE A JOINT VENTURE
5700 Bullard Ave., Suite 300
NEW ORLEANS LA 70128

CODE 3YHS3 FACILITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

x 10A. MODIFICATION OF CONTRACT/ORDER NO. NNK08OP06B

10B. DATED (SEE ITEM 13) 03/14/2008

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	
	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Mutual Agreement of the Parties
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not. ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this modification is to:

1. Change the position description Senior Contract Specialist (Consultant) to Senior Contract Specialist II (Consultant).
2. Incorporate the corrected contract table 1.3.1 entitled "Billable Rate Schedule" as replacement page 7, of the contract, which includes two new labor categories, Business Management Audit Specialist and Senior Contract Specialist III , as annotated by the change bars. Reference ReDe's proposals dated February 16, 2009 and February 17, 2009.
3. The new labor categories are attached and are hereby incorporated into "Attachment 3, Position Descriptions" as annotated by the change bars (reference "Attachment 3" page 10 and 13).

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
Tara S. Miller		Ellen Lamp	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED 2/23/09	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED 2/23/2009

NSN 7540-01-152-8070
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

ST = Straight Time
OT = Overtime

Billable Rate Schedule

Mod. 16

	Labor Category	Base Period		Option 1		Option 2		Option 3		Option 4	
		ST Rate	OT Rate*	ST Rate	OT Rate*	ST Rate	OT Rate*	ST Rate	OT Rate*	ST Rate	OT Rate*
	Subject to Service Contract Act:										
1	Accounting Clerk I	$									
2	Accounting Clerk II										
3	Accounting Clerk III										
4	Administrative Assistant										
5	Computer Based Training (CBT) Specialist/Instructor										
6	Computer Systems Analyst I										
7	Computer Systems Analyst II										
8	Computer Systems Analyst III										
9	General Clerk I										
10	General Clerk II										
11	General Clerk III										
12	Personnel Assistant I										
13	Personnel Assistant II										
14	Personnel Assistant III										
15	Secretary I										
16	Secretary II										
17	Secretary III										
	Exempt from Service Contract Act:										
18	Accountant I										
19	Accountant II										
20	Accountant III										
21	Accountant, Senior										
22	Aviation Safety & Airfield Operation										
23	Business and Administrative Support Consultant										
24	Business Management Audit Specialist										
25	Business Management Specialist										
26	Buyer										
27	Buyer, Senior										
28	Contract Mgt & Prog. Analysis Spec., Senior										
29	Contract Specialist II, Senior (Consultant)										
30	Contract Specialist III, Senior										
31	Enterprise Architecture Support										
32	HR Assistant										
33	HR Operations Assistant										
34	Internal Controls Analyst, Senior										
35	Internal Controls Consultant II, Senior										
36	IT Audit & Assessment Spec, Senior										
37	IT Security Program Analyst I										
38	IT Specialist										
39	IT Support Specialist, Senior										
40	IT, Senior										
41	Launch Integration Training Consultant, Senior										
42	Logistics Specialist										
43	Privacy Act Management Specialist										
44	Procurement Analyst										
45	Procurement Business Systems Support I (PBSS I)										
46	Procurement Business Systems Support II (PBSS II)										
47	Procurement Specialist										
48	Program Analyst I (E)										
49	Program Analyst II (E)										
50	Program Manager (E)										
51	Project Control Consultant, Senior										
52	Project Mgt and Change Mgt Consultant										
53	Public Affairs Liaison Consultant										
54	Records Management Specialist										
55	Resource Analyst I										
56	Resource Analyst II										
57	Resource Analyst II, Senior										
58	Resource Analyst III										
59	Resource Analyst Lead, Senior										
60	Resource Analyst, Senior										
61	SAP Consultant										
62	Training Assistant (Admin Support)										
63	Training Coordinator										
64	Training Instructor										
65	Training Instructor Lead										
66	Training Manager										
67	Training Specialist (Admin Support)										
68	Training Specialist (Computer Support)										
69	Training Specialist Lead										
70	Workforce Data Analyst										
71	Workforce Data Analyst, Senior										

* The contractor shall submit a request for approval of overtime to the Contracting Officer prior to any overtime worked.

Section 4

ATTACHMENT 3

POSITION DESCRIPTIONS

Pages 1 – 30

Labor Category	Qualifications	Position Description
EXEMPT from Service Contract Act:		
BUSINESS & ADMINISTRATIVE SUPPORT CONSULTANT	Undergraduate degree or equivalent of specialized experience. Demonstrated knowledge of Federal personnel and administrative regulations.	Provides business office support in the areas of personnel and administration. The support includes various functions relating to personnel management services to include drafting position descriptions and the related major duty statements, ensuring that all drafts are developed in accordance with current NASA, OPM, and all other authoritative guidelines, and properly and timely communicating the results to all appropriate stakeholders. Duties may also include working on various elements of reorganizations and/or realignments. The duties include those found in the appropriate NASA regulations, updating the respective Business Operations Agreement (BOA) and providing periodic status reports for review.
BUSINESS MANAGEMENT AUDIT SPECIALIST	Bachelor's Degree in Business or Management from an accredited university/college. Lead Auditor for ISO 9001 or 9100 International Standards preferred.	Provides support to the KSC Internal Audit Program Manager in preparing and conducting internal audit activities. Evaluate business system objectives and prepares draft plan for internal audits, identifies business system auditors to conduct audit activities, investigates records to determine compliance to KSC Business System requirements, identifies compliance, report deficiencies, prepares and submits for approval draft reports on audit findings, follows up on audit nonconformance, performs surveys, studies, and evaluations, documents and report audit program results, maintains internal audit procedures, templates, records and presentations and maintains the internal audit schedule. This position requires understanding of NASA and Kennedy Space Center business systems with Government organization knowledge.
BUSINESS MANAGEMENT SPECIALIST	Undergraduate degree or equivalent of specialized professional experience. Demonstrated knowledge of Travel Manager and Federal Travel Regulations.	Prepare monthly status reports and metric data within the Travel Office functional area. Assist with Travel Manager training in either a group setting or one-on-one for new personnel, approvers and reviewers. Prepare written procedures required by functional personnel. Coordinate changes and assist in preparation of training manuals/material. Manage and update all forms and manual containing KSC SAR information. Review and clear, on daily basis, CI Travel queue for upcoming travel. Contact traveler to ensure valid trip, ensure authorization initiated. Contact Resource Management Analyst when travel authorization is awaiting their approval, where delayed approval puts impending travel in jeopardy. Perform duties as the liaison between NASA Management and Contractor Management. (GS-12)

Labor Category	Qualifications	Position Description
EXEMPT from Service Contract Act		
CONTRACT SPECIALIST II, SENIOR (CONSULTANT)	Minimum of a Bachelor's Degree in Business or other related field. At least 10 to 15 years of specialized experience as a Contract Specialist in Government Procurement organization (preferably NASA). Experience in the following Government unique system: SAP	Provide procurement support for the administration of major KSC contracts consistent with the regulatory requirements set forth in the Federal Acquisition Regulation (FAR), the NASA FAR Supplement (NFS), applicable Kennedy Documented Procedures (KDP's) and local procedures. Plan negotiation strategies with negotiation team, and lead negotiations conducted with contractors to develop contract prices and terms. Prepare records of negotiation and contract documents for signature by the Government. Do all preparatory work and preparation of rate and cost adjustments, redirection of effort, coordination of time extension, task orders, incorporation of change orders, issuance of stop work orders, issuance of cure notices, or show cause letters, and all and any contract actions that may arise. Prepare reports, status notes, support contract administration meetings and accomplish all related activities required for effective and efficient contract administration and interfacing with Government technical, program and procurement personnel. Support the creation of contract commitment or obligation documents utilizing Contract Management Module (CMM) and presentation of completed documents and supporting files for execution by a NASA Contracting Officer (NCO).
CONTRACT SPECIALIST III, SENIOR	Minimum of a Bachelor's Degree in Business or other related field. At least 10 to 15 years of specialized experience as a Contract Specialist in Government Procurement organization (preferably NASA). Experience in the following Government unique system: SAP	Provide a broad range of procurement support for the administration of major KSC contracts consistent with the regulatory requirements set forth in the Federal Acquisition Regulation (FAR), the NASA FAR Supplement (NFS), applicable Kennedy Documented Procedures (KDP's) and local procedures. Plan negotiation strategies with negotiation team, and lead negotiations conducted with contractors to develop contract prices and terms. Prepare records of negotiation and contract documents for signature by the Government. Do all preparatory work and preparation of rate and cost adjustments, redirection of effort, coordination of time extension, task orders, incorporation of change orders, issuance of stop work orders, issuance of cure notices, or show cause letters, and all and any contract actions that may arise. Prepare reports, status notes, support contract administration meetings and accomplish all related activities required for effective and efficient contract administration and interfacing with Government technical, program and procurement personnel. Support the creation of contract commitment or obligation documents utilizing Contract Management Module (CMM) and presentation of completed documents and supporting files for execution by a NASA Contracting Officer (NCO). Able to train junior level staff.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE 1 OF PAGES 1

2. AMENDMENT/MODIFICATION NO. 000017

3. EFFECTIVE DATE 03/16/2009

4. REQUISITION/PURCHASE REQ. NO.

5. PROJECT NO. (If applicable)

6. ISSUED BY CODE KSC

NASA/John F. Kennedy Space Center
Office of Procurement
MAIL CODE OP-OS
KENNEDY SPACE CENTER FL 32899

7. ADMINISTERED BY (If other than Item 6) CODE KSC

NASA/Kennedy Space Center
Office of Procurement
MAIL CODE OP-OS
KENNEDY SPACE CENTER FL 32899

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

REDE CRITIQUE A JOINT VENTURE
5700 Bullard Ave., Suite 300
NEW ORLEANS LA 70128

CODE 3YHS3 FACILITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

x 10A. MODIFICATION OF CONTRACT/ORDER NO. NNK08OP06B

10B. DATED (SEE ITEM 13) 03/14/2008

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	
	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
x	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Mutual Agreement of the Parties
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this modification is to incorporate revised contract table 1.3.1 entitled "Billable Rate Schedule" as replacement page 7 (attached), which restructures the burdened labor rates to incorporate:

(1) Salary for the contractor's Program Management Office, consisting of the Program Manager, Deputy Program Manager and an Administrative Assistant
(2) Incorporate drug testing costs in accordance with the deviation to the NASA FAR Supplement 1852.223-74, Drug-and Alcohol-Free Workforce clause (Ref. Mod 8 of subject contract).
(3) Incorporate the cost impact for the Service Contract Act Wage determination, No. 2005-2117, Rev. 7, dated August 19, 2008, increase of $0.08 for health and welfare costs (Ref. Mod 11 of subject contract).

In consideration of the modification agreed to herein as complete equitable adjustment for the contractor's proposal for adjustment, the contractor hereby releases the government from any and all liability under this contract for further equitable adjustments attributable to such facts and circumstances giving rise to the proposal for adjustment.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Tara Miller / Program MGR

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Ellen Lamp

15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)

15C. DATE SIGNED 3/12/09

16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)

16C. DATE SIGNED 3/12/2009

NSN 7540-01-152-8070
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

ST = Straight Time
OT = Overtime

Contract Table 1.3.1
Billable Rate Schedule

NNK08OP06B
Mod. 17

	Labor Category	Base Period		Option 1		Option 2		Option 3		Option 4	
		ST Rate	OT Rate	ST Rate	OT Rate	ST Rate	OT Rate	ST Rate	OT Rate	ST Rate	OT Rate
	Subject to Service Contract Act										
1	Accounting Clerk I	$									
2	Accounting Clerk II										
3	Accounting Clerk III										
4	Administrative Assistant										
5	Computer Based Training (CBT) Spec/Instr										
6	Computer Systems Analyst I										
7	Computer Systems Analyst II										
8	Computer Systems Analyst III										
9	General Clerk I										
10	General Clerk II										
11	General Clerk III										
12	Personnel Assistant I										
13	Personnel Assistant II										
14	Personnel Assistant III										
15	Secretary I										
16	Secretary II										
17	Secretary III										
	Exempt from Service Contract Act										
18	Accountant I										
19	Accountant II										
20	Accountant III										
21	Accountant, Sr.										
22	Aviation Safety & Airfield Operation										
23	Business and Admin Support Consultant	-	-								
24	Business Management Audit Specialist	-	-								
25	Business Management Specialist										
26	Buyer										
27	Buyer, Sr.										
28	Cont. Mgmt. & Prog. Analysis Spec., Sr.										
29	Contract Specialist II, Sr. (Consultant)										
30	Contract Specialist III, Sr.										
31	Enterprise Architecture Support										
32	HR Assistant										
33	HR Operations Assistant										
34	Internal Controls Analyst, Sr.										
35	Internal Controls Consultant II, Sr.										
36	IT Audit & Assessment Spec, Sr.										
37	IT Security Program Analyst I										
38	IT Specialist										
39	IT Support Specialist, Sr.										
40	IT, Senior										
41	Launch Integration Training Consultant, Sr.										
42	Logistics Specialist										
43	Privacy Act Management Specialist										
44	Procurement Analyst										
45	Procurement Business Systems Support I										
46	Procurement Business Systems Support II										
47	Procurement Specialist										
48	Program Analyst I (E)										
49	Program Analyst II (E)										
50	Project Control Consultant, Sr.										
51	Proj Mgmt and Change Mgmt Consultant										
52	Public Affairs Liaison Consultant	-	-								
53	Records Management Specialist										
54	Resource Analyst I										
55	Resource Analyst II										
56	Resource Analyst II, Sr.	-	-								
57	Resource Analyst III										
58	Resource Analyst Lead, Sr.										
59	Resource Analyst, Sr.										
60	SAP Consultant										
61	Training Assistant (Admin Support)										
62	Training Coordinator										
63	Training Instructor										
64	Training Instructor Lead										
65	Training Manager										
66	Training Specialist (Admin Support)										
67	Training Specialist (Computer Support)										
68	Training Specialist Lead										
69	Workforce Data Analyst										
70	Workforce Data Analyst, Sr.										

* The contractor shall submit a request for approval of overtime to the Contracting Officer prior to any overtime worked

G&A TEMPLATE

[ ] Prime [ ] Subcontractor

Base of Application =

OFFEROR'S FISCAL YEAR BEGINS: AND ENDS:

Cost Elements Within the G&A Expense Pool	Contractor Fiscal Year Prior Yr 3	Contractor Fiscal Year Prior Yr 2	Contractor Fiscal Year Prior Yr 1	Contractor Fiscal Year Base Pd	Contractor Fiscal Year OPT 1	Contractor Fiscal Year OPT 2	Contractor Fiscal Year OPT 3	Contractor Fiscal Year OPT 4
Labor: (Identify)								
Labor Related Cost: (Taxes & Fringes Etc.)								
B&P								
IR&D								
Corporate Allocations:								
Other (Specify):								
Facilities								
Depreciation								
Total G&A Expenses								
Distribution Base Dollars:								
Existing Business Base								
This Contract Base								
Forecasted Business Base								
Total Distribution Base $								
Calculated G&A Rates (%)								
CONVERSION OF BURDEN RATE TO CONTRACT YEAR				**Base Pd**	**OPT 1**	**OPT 2**	**OPT 3**	**OPT 4**
Proposed Contract Year Rate								
Ceiling Rate by Contract Year IF Proposed								

OVERHEAD TEMPLATE
(Composition of Burden Pool)

[ ] Prime [ ] Subcontractor

Overhead or Service Center Pool = **Base of Application =**

OFFEROR'S FISCAL YEAR BEGINS: AND ENDS:

Cost Elements within the Overhead Burden Pool	Contractor Fiscal Year Prior Yr 3	Contractor Fiscal Year Prior Yr 2	Contractor Fiscal Year Prior Yr 1	Contractor Fiscal Year Base Pd	Contractor Fiscal Year OPT 1	Contractor Fiscal Year OPT 2	Contractor Fiscal Year OPT 3	Contractor Fiscal Year OPT 4
Payroll Taxes								
FICA (Fed Income Tax)								
FUI (Federal Unemployment)								
SUI (State Unemployment)								
WC (Workers Comp)								
Fringes:								
Retirement								
Health/Life Insurance								
Paid Leave								
Other								
Other (Identify)								
Facilities								
Depreciation								
Total Overhead Pool Expenses								
Application Base ($)								
Contractor FY Rate (%)								
CONVERSION OF BURDEN RATE TO CONTRACT YEAR				**Base Pd**	**OPT 1**	**OPT 2**	**OPT 3**	**OPT 4**
Proposed Contract Year Rate								
Ceiling Rate by Contract Year IF Proposed								

SUMMARY PRICING TEMPLATE

Description	Base Pd	OPT 1	OPT 2	OPT 3	OPT 4	TOTAL
Hours	105,444.32	161,800.00	164,455.20	156,423.20	155,800.00	743,922.72
Price	$ -	$ -	$ -	$ -	$ -	$ -
Fee	$ -	$ -	$ -	$ -	$ -	$ -
Total	$ -	$ -	$ -	$ -	$ -	$ -

Summary Template

Fee		$ -					$ -	$ -
Total	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Summary Template

Fee
Total

Summary Template

Fee
Total

Summary Template

Summary Template

Team Prime	Team Sub	Contractor Name		Labor Category	OT Labor Price Base Pd	Subtotal	OT Labor Price Option 1	Option 2	Option 3	Option 4	TOTAL OPTIONS	TOTAL OT PRICE	REF.
-	-	-	1	Engineer 1	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	2	ACCOUNTING CLERK I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	3	ACCOUNTING CLERK II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	4	ACCOUNTING CLERK III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	5	ADMINISTRATIVE ASSISTANT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	6	COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	7	COMPUTER SYSTEMS ANALYST I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	8	COMPUTER SYSTEMS ANALYST II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	9	COMPUTER SYSTEMS ANALYST III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	10	GENERAL CLERK I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	11	GENERAL CLERK II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	12	GENERAL CLERK III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	13	PERSONNEL ASSISTANT I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	14	PERSONNEL ASSISTANT II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	15	PERSONNEL ASSISTANT III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	16	SECRETARY I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	17	SECRETARY II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	18	SECRETARY III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	19	ACCOUNTANT I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	20	ACCOUNTANT II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	21	ACCOUNTANT III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	22	BUSINESS MANAGEMENT SUPPORT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	23	HR ASSISTANT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	24	HR OPERATIONS ASSISTANT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	25	INFORMATION TECHNOLOGY SPECIALIST	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	26	Logistics Specialist	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	27	PROCUREMENT ANALYST	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	28	PROCUREMENT BUSINESS SYSTEMS SUPPORT I (PBSS I)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	29	PROCUREMENT BUSINESS SYSTEMS SUPPORT II (PBSS II)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	30	PROCUREMENT SPECIALIST	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	31	Program Analyst I (E)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	32	Program Analyst II (E)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	33	Program Manager (E)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	34	Project Management and Change Management Consultant	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	35	RECORDS MANAGEMENT SPECIALIST	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	36	RESOURCE ANALYST I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	37	SAP CONSULTANT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	38	SENIOR INTERNAL CONTROLS ANALYST	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	39	SENIOR RESOURCE ANALYST	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	40	TRAINING ASSISTANT (ADMIN SUPPORT)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	41	TRAINING COORDINATOR	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	42	TRAINING INSTRUCTOR	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	43	TRAINING INSTRUCTOR LEAD	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	44	TRAINING MANAGER	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	45	TRAINING SPECIALIST (ADMIN SUPPORT)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	46	TRAINING SPECIALIST (COMPUTER SUPPORT)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
				Sub Total	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	

Summary Template

Summary Template

Team Prime	Team Sub	Contractor Name		Labor Category	OT Contract Rates Base Pd	OT Contract Rates Option 1	OT Contract Rates Option 2	OT Contract Rates Option 3	OT Contract Rates Option 4	REF.
-	-	-	1	Engineer 1	$ -	$ -	$ -	$ -	$ -	
-	-	-	2	ACCOUNTING CLERK I	$ -	$ -	$ -	$ -	$ -	
-	-	-	3	ACCOUNTING CLERK II	$ -	$ -	$ -	$ -	$ -	
-	-	-	4	ACCOUNTING CLERK III	$ -	$ -	$ -	$ -	$ -	
-	-	-	5	ADMINISTRATIVE ASSISTANT	$ -	$ -	$ -	$ -	$ -	
-	-	-	6	COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR	$ -	$ -	$ -	$ -	$ -	
-	-	-	7	COMPUTER SYSTEMS ANALYST I	$ -	$ -	$ -	$ -	$ -	
-	-	-	8	COMPUTER SYSTEMS ANALYST II	$ -	$ -	$ -	$ -	$ -	
-	-	-	9	COMPUTER SYSTEMS ANALYST III	$ -	$ -	$ -	$ -	$ -	
-	-	-	10	GENERAL CLERK I	$ -	$ -	$ -	$ -	$ -	
-	-	-	11	GENERAL CLERK II	$ -	$ -	$ -	$ -	$ -	
-	-	-	12	GENERAL CLERK III	$ -	$ -	$ -	$ -	$ -	
-	-	-	13	PERSONNEL ASSISTANT I	$ -	$ -	$ -	$ -	$ -	
-	-	-	14	PERSONNEL ASSISTANT II	$ -	$ -	$ -	$ -	$ -	
-	-	-	15	PERSONNEL ASSISTANT III	$ -	$ -	$ -	$ -	$ -	
-	-	-	16	SECRETARY I	$ -	$ -	$ -	$ -	$ -	
-	-	-	17	SECRETARY II	$ -	$ -	$ -	$ -	$ -	
-	-	-	18	SECRETARY III	$ -	$ -	$ -	$ -	$ -	
-	-	-	19	ACCOUNTANT I	$ -	$ -	$ -	$ -	$ -	
-	-	-	20	ACCOUNTANT II	$ -	$ -	$ -	$ -	$ -	
-	-	-	21	ACCOUNTANT III	$ -	$ -	$ -	$ -	$ -	
-	-	-	22	BUSINESS MANAGEMENT SUPPORT	$ -	$ -	$ -	$ -	$ -	
-	-	-	23	HR ASSISTANT	$ -	$ -	$ -	$ -	$ -	
-	-	-	24	HR OPERATIONS ASSISTANT	$ -	$ -	$ -	$ -	$ -	
-	-	-	25	INFORMATION TECHNOLOGY SPECIALIST	$ -	$ -	$ -	$ -	$ -	
-	-	-	26	Logistics Specialist	$ -	$ -	$ -	$ -	$ -	
-	-	-	27	PROCUREMENT ANALYST	$ -	$ -	$ -	$ -	$ -	
-	-	-	28	PROCUREMENT BUSINESS SYSTEMS SUPPORT I (PBSS I)	$ -	$ -	$ -	$ -	$ -	
-	-	-	29	PROCUREMENT BUSINESS SYSTEMS SUPPORT II (PBSS II)	$ -	$ -	$ -	$ -	$ -	
-	-	-	30	PROCUREMENT SPECIALIST	$ -	$ -	$ -	$ -	$ -	
-	-	-	31	Program Analyst I (E)	$ -	$ -	$ -	$ -	$ -	
-	-	-	32	Program Analyst II (E)	$ -	$ -	$ -	$ -	$ -	
-	-	-	33	Program Manager (E)	$ -	$ -	$ -	$ -	$ -	
-	-	-	34	Project Management and Change Management Consultant	$ -	$ -	$ -	$ -	$ -	
-	-	-	35	RECORDS MANAGEMENT SPECIALIST	$ -	$ -	$ -	$ -	$ -	
-	-	-	36	RESOURCE ANALYST I	$ -	$ -	$ -	$ -	$ -	
-	-	-	37	SAP CONSULTANT	$ -	$ -	$ -	$ -	$ -	
-	-	-	38	SENIOR INTERNAL CONTROLS ANALYST	$ -	$ -	$ -	$ -	$ -	
-	-	-	39	SENIOR RESOURCE ANALYST	$ -	$ -	$ -	$ -	$ -	
-	-	-	40	TRAINING ASSISTANT (ADMIN SUPPORT)	$ -	$ -	$ -	$ -	$ -	
-	-	-	41	TRAINING COORDINATOR	$ -	$ -	$ -	$ -	$ -	
-	-	-	42	TRAINING INSTRUCTOR	$ -	$ -	$ -	$ -	$ -	
-	-	-	43	TRAINING INSTRUCTOR LEAD	$ -	$ -	$ -	$ -	$ -	
-	-	-	44	TRAINING MANAGER	$ -	$ -	$ -	$ -	$ -	
-	-	-	45	TRAINING SPECIALIST (ADMIN SUPPORT)	$ -	$ -	$ -	$ -	$ -	
-	-	-	46	TRAINING SPECIALIST (COMPUTER SUPPORT)	$ -	$ -	$ -	$ -	$ -	
				Sub Total						

Summary Template

Summary Template

Team Prime	Team Sub	Contractor Name		Labor Category	Contract OT Hours Base Pd	Subtotal	Contract Hours - OVERTIME Option 1	Option 2	Option 3	Option 4	TOTAL OPTIONS	TOTAL OT HOURS	REF.
-	-	-	1	Engineer 1		-					-	-	
-	-	-	2	ACCOUNTING CLERK I		-					-	-	
-	-	-	3	ACCOUNTING CLERK II		-					-	-	
-	-	-	4	ACCOUNTING CLERK III		-					-	-	
-	-	-	5	ADMINISTRATIVE ASSISTANT		-					-	-	
-	-	-	6	COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR		-					-	-	
-	-	-	7	COMPUTER SYSTEMS ANALYST I		-					-	-	
-	-	-	8	COMPUTER SYSTEMS ANALYST II		-					-	-	
-	-	-	9	COMPUTER SYSTEMS ANALYST III		-					-	-	
-	-	-	10	GENERAL CLERK I		-					-	-	
-	-	-	11	GENERAL CLERK II		-					-	-	
-	-	-	12	GENERAL CLERK III		-					-	-	
-	-	-	13	PERSONNEL ASSISTANT I		-					-	-	
-	-	-	14	PERSONNEL ASSISTANT II		-					-	-	
-	-	-	15	PERSONNEL ASSISTANT III		-					-	-	
-	-	-	16	SECRETARY I		-					-	-	
-	-	-	17	SECRETARY II		-					-	-	
-	-	-	18	SECRETARY III		-					-	-	
-	-	-	19	ACCOUNTANT I		-					-	-	
-	-	-	20	ACCOUNTANT II		-					-	-	
-	-	-	21	ACCOUNTANT III		-					-	-	
-	-	-	22	BUSINESS MANAGEMENT SUPPORT		-					-	-	
-	-	-	23	HR ASSISTANT		-					-	-	
-	-	-	24	HR OPERATIONS ASSISTANT		-					-	-	
-	-	-	25	INFORMATION TECHNOLOGY SPECIALIST		-					-	-	
-	-	-	26	Logistics Specialist		-					-	-	
-	-	-	27	PROCUREMENT ANALYST		-					-	-	
-	-	-	28	PROCUREMENT BUSINESS SYSTEMS SUPPORT I (PBSS I)		-					-	-	
-	-	-	29	PROCUREMENT BUSINESS SYSTEMS SUPPORT II (PBSS II)		-					-	-	
-	-	-	30	PROCUREMENT SPECIALIST		-					-	-	
-	-	-	31	Program Analyst I (E)		-					-	-	
-	-	-	32	Program Analyst II (E)		-					-	-	
-	-	-	33	Program Manager (E)		-					-	-	
-	-	-	34	Project Management and Change Management Consultant		-					-	-	
-	-	-	35	RECORDS MANAGEMENT SPECIALIST		-					-	-	
-	-	-	36	RESOURCE ANALYST I		-					-	-	
-	-	-	37	SAP CONSULTANT		-					-	-	
-	-	-	38	SENIOR INTERNAL CONTROLS ANALYST		-					-	-	
-	-	-	39	SENIOR RESOURCE ANALYST		-					-	-	
-	-	-	40	TRAINING ASSISTANT (ADMIN SUPPORT)		-					-	-	
-	-	-	41	TRAINING COORDINATOR		-					-	-	
-	-	-	42	TRAINING INSTRUCTOR		-					-	-	
-	-	-	43	TRAINING INSTRUCTOR LEAD		-					-	-	
-	-	-	44	TRAINING MANAGER		-					-	-	
-	-	-	45	TRAINING SPECIALIST (ADMIN SUPPORT)		-					-	-	
-	-	-	46	TRAINING SPECIALIST (COMPUTER SUPPORT)		-					-	-	
				Sub Total	-	-	-	-	-	-	-	-	
					-	-	-	-	-	-	-	-	

Summary Template

Team Prime	Team Sub	Contractor Name		Labor Category	ST Labor Price Base Pd	Subtotal	ST Labor Price Option 1	Option 2	Option 3	Option 4	TOTAL OPTIONS	TOTAL ST PRICE	REF.
-	-	-	1	ACCOUNTING CLERK I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	2	ACCOUNTING CLERK II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	3	ACCOUNTING CLERK III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	4	ADMINISTRATIVE ASSISTANT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	5	COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	6	COMPUTER SYSTEMS ANALYST I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	7	COMPUTER SYSTEMS ANALYST II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	8	COMPUTER SYSTEMS ANALYST III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	9	GENERAL CLERK I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	10	GENERAL CLERK II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	11	GENERAL CLERK III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	12	PERSONNEL ASSISTANT I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	13	PERSONNEL ASSISTANT II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	14	PERSONNEL ASSISTANT III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	15	SECRETARY I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	16	SECRETARY II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	17	SECRETARY III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	18	ACCOUNTANT I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	19	ACCOUNTANT II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	20	ACCOUNTANT III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	21	BUSINESS MANAGEMENT SUPPORT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	22	HR ASSISTANT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	23	HR OPERATIONS ASSISTANT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	24	INFORMATION TECHNOLOGY SPECIALIST	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	25	Logistics Specialist	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	26	PROCUREMENT ANALYST	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	27	PROCUREMENT BUSINESS SYSTEMS SUPPORT I (PBSS I)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	28	PROCUREMENT BUSINESS SYSTEMS SUPPORT II (PBSS II)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	29	PROCUREMENT SPECIALIST	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	30	Program Analyst I (E)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	31	Program Analyst II (E)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	32	Program Manager (E)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	33	Project Management and Change Management Consultant	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	34	RECORDS MANAGEMENT SPECIALIST	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	35	RESOURCE ANALYST I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	36	SAP CONSULTANT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	37	SENIOR INTERNAL CONTROLS ANALYST	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	38	SENIOR RESOURCE ANALYST	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	39	TRAINING ASSISTANT (ADMIN SUPPORT)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	40	TRAINING COORDINATOR	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	41	TRAINING INSTRUCTOR	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	42	TRAINING INSTRUCTOR LEAD	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	43	TRAINING MANAGER	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	44	TRAINING SPECIALIST (ADMIN SUPPORT)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	45	TRAINING SPECIALIST (COMPUTER SUPPORT)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
-	-	-	46	TRAINING SPECIALIST LEAD	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
				Sub Total	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
				Fee		$ -					$ -	$ -	
				Total	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	

Summary Template

Team Prime	Team Sub	Contractor Name		Labor Category	ST Contract Rates Base Pd	ST Contract Rates Option 1	ST Contract Rates Option 2	ST Contract Rates Option 3	ST Contract Rates Option 4	REF.
-	-	-	1	ACCOUNTING CLERK I	$ -	$ -	$ -	$ -	$ -	
-	-	-	2	ACCOUNTING CLERK II	$ -	$ -	$ -	$ -	$ -	
-	-	-	3	ACCOUNTING CLERK III	$ -	$ -	$ -	$ -	$ -	
-	-	-	4	ADMINISTRATIVE ASSISTANT	$ -	$ -	$ -	$ -	$ -	
-	-	-	5	COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR	$ -	$ -	$ -	$ -	$ -	
-	-	-	6	COMPUTER SYSTEMS ANALYST I	$ -	$ -	$ -	$ -	$ -	
-	-	-	7	COMPUTER SYSTEMS ANALYST II	$ -	$ -	$ -	$ -	$ -	
-	-	-	8	COMPUTER SYSTEMS ANALYST III	$ -	$ -	$ -	$ -	$ -	
-	-	-	9	GENERAL CLERK I	$ -	$ -	$ -	$ -	$ -	
-	-	-	10	GENERAL CLERK II	$ -	$ -	$ -	$ -	$ -	
-	-	-	11	GENERAL CLERK III	$ -	$ -	$ -	$ -	$ -	
-	-	-	12	PERSONNEL ASSISTANT I	$ -	$ -	$ -	$ -	$ -	
-	-	-	13	PERSONNEL ASSISTANT II	$ -	$ -	$ -	$ -	$ -	
-	-	-	14	PERSONNEL ASSISTANT III	$ -	$ -	$ -	$ -	$ -	
-	-	-	15	SECRETARY I	$ -	$ -	$ -	$ -	$ -	
-	-	-	16	SECRETARY II	$ -	$ -	$ -	$ -	$ -	
-	-	-	17	SECRETARY III	$ -	$ -	$ -	$ -	$ -	
-	-	-	18	ACCOUNTANT I	$ -	$ -	$ -	$ -	$ -	
-	-	-	19	ACCOUNTANT II	$ -	$ -	$ -	$ -	$ -	
-	-	-	20	ACCOUNTANT III	$ -	$ -	$ -	$ -	$ -	
-	-	-	21	BUSINESS MANAGEMENT SUPPORT	$ -	$ -	$ -	$ -	$ -	
-	-	-	22	HR ASSISTANT	$ -	$ -	$ -	$ -	$ -	
-	-	-	23	HR OPERATIONS ASSISTANT	$ -	$ -	$ -	$ -	$ -	
-	-	-	24	INFORMATION TECHNOLOGY SPECIALIST	$ -	$ -	$ -	$ -	$ -	
-	-	-	25	Logistics Specialist	$ -	$ -	$ -	$ -	$ -	
-	-	-	26	PROCUREMENT ANALYST	$ -	$ -	$ -	$ -	$ -	
-	-	-	27	PROCUREMENT BUSINESS SYSTEMS SUPPORT I (PBSS I)	$ -	$ -	$ -	$ -	$ -	
-	-	-	28	PROCUREMENT BUSINESS SYSTEMS SUPPORT II (PBSS II)	$ -	$ -	$ -	$ -	$ -	
-	-	-	29	PROCUREMENT SPECIALIST	$ -	$ -	$ -	$ -	$ -	
-	-	-	30	Program Analyst I (E)	$ -	$ -	$ -	$ -	$ -	
-	-	-	31	Program Analyst II (E)	$ -	$ -	$ -	$ -	$ -	
-	-	-	32	Program Manager (E)	$ -	$ -	$ -	$ -	$ -	
-	-	-	33	Project Management and Change Management Consultant	$ -	$ -	$ -	$ -	$ -	
-	-	-	34	RECORDS MANAGEMENT SPECIALIST	$ -	$ -	$ -	$ -	$ -	
-	-	-	35	RESOURCE ANALYST I	$ -	$ -	$ -	$ -	$ -	
-	-	-	36	SAP CONSULTANT	$ -	$ -	$ -	$ -	$ -	
-	-	-	37	SENIOR INTERNAL CONTROLS ANALYST	$ -	$ -	$ -	$ -	$ -	
-	-	-	38	SENIOR RESOURCE ANALYST	$ -	$ -	$ -	$ -	$ -	
-	-	-	39	TRAINING ASSISTANT (ADMIN SUPPORT)	$ -	$ -	$ -	$ -	$ -	
-	-	-	40	TRAINING COORDINATOR	$ -	$ -	$ -	$ -	$ -	
-	-	-	41	TRAINING INSTRUCTOR	$ -	$ -	$ -	$ -	$ -	
-	-	-	42	TRAINING INSTRUCTOR LEAD	$ -	$ -	$ -	$ -	$ -	
-	-	-	43	TRAINING MANAGER	$ -	$ -	$ -	$ -	$ -	
-	-	-	44	TRAINING SPECIALIST (ADMIN SUPPORT)	$ -	$ -	$ -	$ -	$ -	
-	-	-	45	TRAINING SPECIALIST (COMPUTER SUPPORT)	$ -	$ -	$ -	$ -	$ -	
-	-	-	46	TRAINING SPECIALIST LEAD	$ -	$ -	$ -	$ -	$ -	
				Sub Total						
				Fee						
				Total						

Summary Template

Team Prime	Team Sub	Contractor Name		Labor Category	Contract ST Hours Base Pd	Subtotal	Contract Hours - Straight Time Option 1	Option 2	Option 3	Option 4	TOTAL OPTIONS	TOTAL ST HOURS	REF.
-	-	-	1	ACCOUNTING CLERK I	-	-	-	-	-	-	-	-	
-	-	-	2	ACCOUNTING CLERK II	9,536.00	9,536.00	8,000.00	8,032.00	8,032.00	8,000.00	32,064.00	41,600.00	
-	-	-	3	ACCOUNTING CLERK III	4,768.00	4,768.00	2,000.00	2,008.00	2,008.00	2,000.00	8,016.00	12,784.00	
-	-	-	4	ADMINISTRATIVE ASSISTANT	1,192.00	1,192.00	2,000.00	2,008.00	2,008.00	2,000.00	8,016.00	9,208.00	
-	-	-	5	COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR	-	-	-	-	-	-	-	-	
-	-	-	6	COMPUTER SYSTEMS ANALYST I	-	-	-	-	-	-	-	-	
-	-	-	7	COMPUTER SYSTEMS ANALYST II	-	-	-	-	-	-	-	-	
-	-	-	8	COMPUTER SYSTEMS ANALYST III	-	-	-	-	-	-	-	-	
-	-	-	9	GENERAL CLERK I	-	-	-	-	-	-	-	-	
-	-	-	10	GENERAL CLERK II	-	-	-	-	-	-	-	-	
-	-	-	11	GENERAL CLERK III	-	-	-	-	-	-	-	-	
-	-	-	12	PERSONNEL ASSISTANT I	-	-	-	-	-	-	-	-	
-	-	-	13	PERSONNEL ASSISTANT II	-	-	-	-	-	-	-	-	
-	-	-	14	PERSONNEL ASSISTANT III	1,192.00	1,192.00	2,000.00	2,008.00	2,008.00	2,000.00	8,016.00	9,208.00	
-	-	-	15	SECRETARY I	-	-	-	-	-	-	-	-	
-	-	-	16	SECRETARY II	10,728.00	10,728.00	18,000.00	18,072.00	18,072.00	18,000.00	72,144.00	82,872.00	
-	-	-	17	SECRETARY III	22,648.00	22,648.00	42,000.00	44,176.00	36,144.00	36,000.00	158,320.00	180,968.00	
-	-	-	18	ACCOUNTANT I	1,192.00	1,192.00	2,000.00	2,008.00	2,008.00	2,000.00	8,016.00	9,208.00	
-	-	-	19	ACCOUNTANT II	1,192.00	1,192.00	2,000.00	2,008.00	2,008.00	2,000.00	8,016.00	9,208.00	
-	-	-	20	ACCOUNTANT III	1,192.00	1,192.00	2,000.00	2,008.00	2,008.00	2,000.00	8,016.00	9,208.00	
-	-	-	21	BUSINESS MANAGEMENT SUPPORT	1,192.00	1,192.00	2,000.00	2,008.00	2,008.00	2,000.00	8,016.00	9,208.00	
-	-	-	22	HR ASSISTANT	1,788.00	1,788.00	3,000.00	3,012.00	3,012.00	3,000.00	12,024.00	13,812.00	
-	-	-	23	HR OPERATIONS ASSISTANT	4,768.00	4,768.00	8,000.00	8,032.00	8,032.00	8,000.00	32,064.00	36,832.00	
-	-	-	24	INFORMATION TECHNOLOGY SPECIALIST	1,192.00	1,192.00	2,000.00	2,008.00	2,008.00	2,000.00	8,016.00	9,208.00	
-	-	-	25	Logistics Specialist	5,960.00	5,960.00	10,000.00	10,040.00	10,040.00	10,000.00	40,080.00	46,040.00	
-	-	-	26	PROCUREMENT ANALYST	2,384.00	2,384.00	4,000.00	4,016.00	4,016.00	4,000.00	16,032.00	18,416.00	
-	-	-	27	PROCUREMENT BUSINESS SYSTEMS SUPPORT I (PBSS I)	1,192.00	1,192.00	2,000.00	2,008.00	2,008.00	2,000.00	8,016.00	9,208.00	
-	-	-	28	PROCUREMENT BUSINESS SYSTEMS SUPPORT II (PBSS II)	1,192.00	1,192.00	2,000.00	2,008.00	2,008.00	2,000.00	8,016.00	9,208.00	
-	-	-	29	PROCUREMENT SPECIALIST	3,576.00	3,576.00	6,000.00	6,024.00	6,024.00	6,000.00	24,048.00	27,624.00	
-	-	-	30	Program Analyst I (E)	-	-	-	-	-	-	-	-	
-	-	-	31	Program Analyst II (E)	1,192.00	1,192.00	2,000.00	2,008.00	2,008.00	2,000.00	8,016.00	9,208.00	
-	-	-	32	Program Manager (E)	-	-	-	-	-	-	-	-	
-	-	-	33	Project Management and Change Management Consultant	667.52	667.52	-	-	-	-	-	667.52	
-	-	-	34	RECORDS MANAGEMENT SPECIALIST	2,384.00	2,384.00	-	-	-	-	-	2,384.00	
-	-	-	35	RESOURCE ANALYST I	4,768.00	4,768.00	8,000.00	8,032.00	8,032.00	8,000.00	32,064.00	36,832.00	
-	-	-	36	SAP CONSULTANT	1,192.00	1,192.00	2,000.00	2,008.00	2,008.00	2,000.00	8,016.00	9,208.00	
-	-	-	37	SENIOR INTERNAL CONTROLS ANALYST	715.20	715.20	1,200.00	1,204.80	1,204.80	1,200.00	4,809.60	5,524.80	
-	-	-	38	SENIOR RESOURCE ANALYST	2,145.60	2,145.60	3,600.00	3,614.40	3,614.40	3,600.00	14,428.80	16,574.40	
-	-	-	39	TRAINING ASSISTANT (ADMIN SUPPORT)	2,384.00	2,384.00	4,000.00	4,016.00	4,016.00	4,000.00	16,032.00	18,416.00	
-	-	-	40	TRAINING COORDINATOR	2,384.00	2,384.00	4,000.00	4,016.00	4,016.00	4,000.00	16,032.00	18,416.00	
-	-	-	41	TRAINING INSTRUCTOR	4,768.00	4,768.00	8,000.00	8,032.00	8,032.00	8,000.00	32,064.00	36,832.00	
-	-	-	42	TRAINING INSTRUCTOR LEAD	1,192.00	1,192.00	2,000.00	2,008.00	2,008.00	2,000.00	8,016.00	9,208.00	
-	-	-	43	TRAINING MANAGER	1,192.00	1,192.00	2,000.00	2,008.00	2,008.00	2,000.00	8,016.00	9,208.00	
-	-	-	44	TRAINING SPECIALIST (ADMIN SUPPORT)	1,192.00	1,192.00	2,000.00	2,008.00	2,008.00	2,000.00	8,016.00	9,208.00	
-	-	-	45	TRAINING SPECIALIST (COMPUTER SUPPORT)	1,192.00	1,192.00	2,000.00	2,008.00	2,008.00	2,000.00	8,016.00	9,208.00	
-	-	-	46	TRAINING SPECIALIST LEAD	1,192.00	1,192.00	2,000.00	2,008.00	2,008.00	2,000.00	8,016.00	9,208.00	
				Sub Total	105,444.32	105,444.32	161,800.00	164,455.20	156,423.20	155,800.00	638,478.40	743,922.72	
				Fee									
				Total									

RATES DEVELOPMENT TEMPLATE - TEAM
Proposed Labor Rates

No data entry required. This spreadsheet should automatically update based on information enterened into worksheet tab: RDT CS

Team Prime	Team Sub	Contractor Name		Labor Category	Contract Rates - OVERTIME Base Pd	OPT 1	OPT 2	OPT 3	OPT 4	REF.
-	-	-	1	Engineer 1	$ -	$ -	$ -	$ -	$ -	
-	-	-	2	ACCOUNTING CLERK I	$ -	$ -	$ -	$ -	$ -	
-	-	-	3	ACCOUNTING CLERK II	$ -	$ -	$ -	$ -	$ -	
-	-	-	4	ACCOUNTING CLERK III	$ -	$ -	$ -	$ -	$ -	
-	-	-	5	ADMINISTRATIVE ASSISTANT	$ -	$ -	$ -	$ -	$ -	
-	-	-	6	COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR	$ -	$ -	$ -	$ -	$ -	
-	-	-	7	COMPUTER SYSTEMS ANALYST I	$ -	$ -	$ -	$ -	$ -	
-	-	-	8	COMPUTER SYSTEMS ANALYST II	$ -	$ -	$ -	$ -	$ -	
-	-	-	9	COMPUTER SYSTEMS ANALYST III	$ -	$ -	$ -	$ -	$ -	
-	-	-	10	GENERAL CLERK I	$ -	$ -	$ -	$ -	$ -	
-	-	-	11	GENERAL CLERK II	$ -	$ -	$ -	$ -	$ -	
-	-	-	12	GENERAL CLERK III	$ -	$ -	$ -	$ -	$ -	
-	-	-	13	PERSONNEL ASSISTANT I	$ -	$ -	$ -	$ -	$ -	
-	-	-	14	PERSONNEL ASSISTANT II	$ -	$ -	$ -	$ -	$ -	
-	-	-	15	PERSONNEL ASSISTANT III	$ -	$ -	$ -	$ -	$ -	
-	-	-	16	SECRETARY I	$ -	$ -	$ -	$ -	$ -	
-	-	-	17	SECRETARY II	$ -	$ -	$ -	$ -	$ -	
-	-	-	18	SECRETARY III	$ -	$ -	$ -	$ -	$ -	
-	-	-	19	ACCOUNTANT I	$ -	$ -	$ -	$ -	$ -	
-	-	-	20	ACCOUNTANT II	$ -	$ -	$ -	$ -	$ -	
-	-	-	21	ACCOUNTANT III	$ -	$ -	$ -	$ -	$ -	
-	-	-	22	BUSINESS MANAGEMENT SUPPORT	$ -	$ -	$ -	$ -	$ -	
-	-	-	23	HR ASSISTANT	$ -	$ -	$ -	$ -	$ -	
-	-	-	24	HR OPERATIONS ASSISTANT	$ -	$ -	$ -	$ -	$ -	
-	-	-	25	INFORMATION TECHNOLOGY SPECIALIST	$ -	$ -	$ -	$ -	$ -	
-	-	-	26	Logistics Specialist	$ -	$ -	$ -	$ -	$ -	
-	-	-	27	PROCUREMENT ANALYST	$ -	$ -	$ -	$ -	$ -	
-	-	-	28	PROCUREMENT BUSINESS SYSTEMS SUPPORT I (PBSS I)	$ -	$ -	$ -	$ -	$ -	
-	-	-	29	PROCUREMENT BUSINESS SYSTEMS SUPPORT II (PBSS II)	$ -	$ -	$ -	$ -	$ -	
-	-	-	30	PROCUREMENT SPECIALIST	$ -	$ -	$ -	$ -	$ -	
-	-	-	31	Program Analyst I (E)	$ -	$ -	$ -	$ -	$ -	
-	-	-	32	Program Analyst II (E)	$ -	$ -	$ -	$ -	$ -	
-	-	-	33	Program Manager (E)	$ -	$ -	$ -	$ -	$ -	
-	-	-	34	Project Management and Change Management Consultant	$ -	$ -	$ -	$ -	$ -	
-	-	-	35	RECORDS MANAGEMENT SPECIALIST	$ -	$ -	$ -	$ -	$ -	
-	-	-	36	RESOURCE ANALYST I	$ -	$ -	$ -	$ -	$ -	
-	-	-	37	SAP CONSULTANT	$ -	$ -	$ -	$ -	$ -	
-	-	-	38	SENIOR INTERNAL CONTROLS ANALYST	$ -	$ -	$ -	$ -	$ -	
-	-	-	39	SENIOR RESOURCE ANALYST	$ -	$ -	$ -	$ -	$ -	
-	-	-	40	TRAINING ASSISTANT (ADMIN SUPPORT)	$ -	$ -	$ -	$ -	$ -	
-	-	-	41	TRAINING COORDINATOR	$ -	$ -	$ -	$ -	$ -	
-	-	-	42	TRAINING INSTRUCTOR	$ -	$ -	$ -	$ -	$ -	
-	-	-	43	TRAINING INSTRUCTOR LEAD	$ -	$ -	$ -	$ -	$ -	
-	-	-	44	TRAINING MANAGER	$ -	$ -	$ -	$ -	$ -	
-	-	-	45	TRAINING SPECIALIST (ADMIN SUPPORT)	$ -	$ -	$ -	$ -	$ -	
-	-	-	46	TRAINING SPECIALIST (COMPUTER SUPPORT)	$ -	$ -	$ -	$ -	$ -	

RATES DEVELOPMENT TEMPLATE - TEAM
Proposed Labor Rates

No data entry required. This spreadsheet should automatically update based on information enterened into worksheet tab: RDT CS

Team Prime	Team Sub	Contractor Name		Labor Category	Contract Rates - Straight Time Base Pd	OPT 1	OPT 2	OPT 3	OPT 4	REF.
-	-	-	1	ACCOUNTING CLERK I	$ -	$ -	$ -	$ -	$ -	
-	-	-	2	ACCOUNTING CLERK II	$ -	$ -	$ -	$ -	$ -	
-	-	-	3	ACCOUNTING CLERK III	$ -	$ -	$ -	$ -	$ -	
-	-	-	4	ADMINISTRATIVE ASSISTANT	$ -	$ -	$ -	$ -	$ -	
-	-	-	5	COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR	$ -	$ -	$ -	$ -	$ -	
-	-	-	6	COMPUTER SYSTEMS ANALYST I	$ -	$ -	$ -	$ -	$ -	
-	-	-	7	COMPUTER SYSTEMS ANALYST II	$ -	$ -	$ -	$ -	$ -	
-	-	-	8	COMPUTER SYSTEMS ANALYST III	$ -	$ -	$ -	$ -	$ -	
-	-	-	9	GENERAL CLERK I	$ -	$ -	$ -	$ -	$ -	
-	-	-	10	GENERAL CLERK II	$ -	$ -	$ -	$ -	$ -	
-	-	-	11	GENERAL CLERK III	$ -	$ -	$ -	$ -	$ -	
-	-	-	12	PERSONNEL ASSISTANT I	$ -	$ -	$ -	$ -	$ -	
-	-	-	13	PERSONNEL ASSISTANT II	$ -	$ -	$ -	$ -	$ -	
-	-	-	14	PERSONNEL ASSISTANT III	$ -	$ -	$ -	$ -	$ -	
-	-	-	15	SECRETARY I	$ -	$ -	$ -	$ -	$ -	
-	-	-	16	SECRETARY II	$ -	$ -	$ -	$ -	$ -	
-	-	-	17	SECRETARY III	$ -	$ -	$ -	$ -	$ -	
-	-	-	18	ACCOUNTANT I	$ -	$ -	$ -	$ -	$ -	
-	-	-	19	ACCOUNTANT II	$ -	$ -	$ -	$ -	$ -	
-	-	-	20	ACCOUNTANT III	$ -	$ -	$ -	$ -	$ -	
-	-	-	21	BUSINESS MANAGEMENT SUPPORT	$ -	$ -	$ -	$ -	$ -	
-	-	-	22	HR ASSISTANT	$ -	$ -	$ -	$ -	$ -	
-	-	-	23	HR OPERATIONS ASSISTANT	$ -	$ -	$ -	$ -	$ -	
-	-	-	24	INFORMATION TECHNOLOGY SPECIALIST	$ -	$ -	$ -	$ -	$ -	
-	-	-	25	Logistics Specialist	$ -	$ -	$ -	$ -	$ -	
-	-	-	26	PROCUREMENT ANALYST	$ -	$ -	$ -	$ -	$ -	
-	-	-	27	PROCUREMENT BUSINESS SYSTEMS SUPPORT I (PBSS I)	$ -	$ -	$ -	$ -	$ -	
-	-	-	28	PROCUREMENT BUSINESS SYSTEMS SUPPORT II (PBSS II)	$ -	$ -	$ -	$ -	$ -	
-	-	-	29	PROCUREMENT SPECIALIST	$ -	$ -	$ -	$ -	$ -	
-	-	-	30	Program Analyst I (E)	$ -	$ -	$ -	$ -	$ -	
-	-	-	31	Program Analyst II (E)	$ -	$ -	$ -	$ -	$ -	
-	-	-	32	Program Manager (E)	$ -	$ -	$ -	$ -	$ -	
-	-	-	33	Project Management and Change Management Consultant	$ -	$ -	$ -	$ -	$ -	
-	-	-	34	RECORDS MANAGEMENT SPECIALIST	$ -	$ -	$ -	$ -	$ -	
-	-	-	35	RESOURCE ANALYST I	$ -	$ -	$ -	$ -	$ -	
-	-	-	36	SAP CONSULTANT	$ -	$ -	$ -	$ -	$ -	
-	-	-	37	SENIOR INTERNAL CONTROLS ANALYST	$ -	$ -	$ -	$ -	$ -	
-	-	-	38	SENIOR RESOURCE ANALYST	$ -	$ -	$ -	$ -	$ -	
-	-	-	39	TRAINING ASSISTANT (ADMIN SUPPORT)	$ -	$ -	$ -	$ -	$ -	
-	-	-	40	TRAINING COORDINATOR	$ -	$ -	$ -	$ -	$ -	
-	-	-	41	TRAINING INSTRUCTOR	$ -	$ -	$ -	$ -	$ -	
-	-	-	42	TRAINING INSTRUCTOR LEAD	$ -	$ -	$ -	$ -	$ -	
-	-	-	43	TRAINING MANAGER	$ -	$ -	$ -	$ -	$ -	
-	-	-	44	TRAINING SPECIALIST (ADMIN SUPPORT)	$ -	$ -	$ -	$ -	$ -	
-	-	-	45	TRAINING SPECIALIST (COMPUTER SUPPORT)	$ -	$ -	$ -	$ -	$ -	
-	-	-	46	TRAINING SPECIALIST LEAD	$ -	$ -	$ -	$ -	$ -	

Prime Burdens Template (PBT)

	Labor Category	Option 3 - OVERTIME							Option 4 - OVERTIME						
		SFBR*	Burden 1	Burden 2	Burden 3	Burden 4	Adjusted SFBR	REF.	SFBR*	Burden 1	Burden 2	Burden 3	Burden 4	Adjusted SFBR	REF.
	Engineer 1														
1	ACCOUNTING CLERK I														
2	ACCOUNTING CLERK II														
3	ACCOUNTING CLERK III														
4	ADMINISTRATIVE ASSISTANT														
5	COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR														
6	COMPUTER SYSTEMS ANALYST I														
7	COMPUTER SYSTEMS ANALYST II														
8	COMPUTER SYSTEMS ANALYST III														
9	GENERAL CLERK I														
10	GENERAL CLERK II														
11	GENERAL CLERK III														
12	PERSONNEL ASSISTANT I														
13	PERSONNEL ASSISTANT II														
14	PERSONNEL ASSISTANT III														
15	SECRETARY I														
16	SECRETARY II														
17	SECRETARY III														
18	ACCOUNTANT I														
19	ACCOUNTANT II														
20	ACCOUNTANT III														
21	BUSINESS MANAGEMENT SUPPORT														
22	HR ASSISTANT														
23	HR OPERATIONS ASSISTANT														
24	INFORMATION TECHNOLOGY SPECIALIST														
25	Logistics Specialist														
26	PROCUREMENT ANALYST														
27	PROCUREMENT BUSINESS SYSTEMS SUPPORT I (PBSS I)														
28	PROCUREMENT BUSINESS SYSTEMS SUPPORT II (PBSS II)														
29	PROCUREMENT SPECIALIST														
30	Program Analyst I (E)														
31	Program Analyst II (E)														
32	Program Manager (E)														
33	Project Management and Change Management Consultant														
34	RECORDS MANAGEMENT SPECIALIST														
35	RESOURCE ANALYST I														
36	SAP CONSULTANT														
37	SENIOR INTERNAL CONTROLS ANALYST														
38	SENIOR RESOURCE ANALYST														
39	TRAINING ASSISTANT (ADMIN SUPPORT)														
40	TRAINING COORDINATOR														
41	TRAINING INSTRUCTOR														
42	TRAINING INSTRUCTOR LEAD														
43	TRAINING MANAGER														
44	TRAINING SPECIALIST (ADMIN SUPPORT)														
45	TRAINING SPECIALIST (COMPUTER SUPPORT)														
46	TRAINING SPECIALIST LEAD														

SFBR - Subcontract Fully Burdened Rates.
This only includes the subcontractor's burdens.
The prime contractor's burden will then be applied to the SFBR.
The adjusted SFBR reflects the proposed labor rate.

*SFBR - Subcontract Fully Burdened Rates.
These rates should reconcile to the SFBR rates shown on the Rates Development Template - Contractor Specific (RDT CS).
Subcontractors, if any, are required to provide Prime contractor with their proposed fully-burdened labor rates by SLC.
Prime contractor is to complete this template for Subcontractors

	Prime Burdens Template (PBT)	Option 1 - OVERTIME							Option 2 - OVERTIME						
	Labor Category	SFBR*	Burden 1	Burden 2	Burden 3	Burden 4	Adjusted SFBR	REF.	SFBR*	Burden 1	Burden 2	Burden 3	Burden 4	Adjusted SFBR	REF.
	Engineer 1														
1	ACCOUNTING CLERK I														
2	ACCOUNTING CLERK II														
3	ACCOUNTING CLERK III														
4	ADMINISTRATIVE ASSISTANT														
5	COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR														
6	COMPUTER SYSTEMS ANALYST I														
7	COMPUTER SYSTEMS ANALYST II														
8	COMPUTER SYSTEMS ANALYST III														
9	GENERAL CLERK I														
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11	GENERAL CLERK III														
12	PERSONNEL ASSISTANT I														
13	PERSONNEL ASSISTANT II														
14	PERSONNEL ASSISTANT III														
15	SECRETARY I														
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17	SECRETARY III														
18	ACCOUNTANT I														
19	ACCOUNTANT II														
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22	HR ASSISTANT														
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24	INFORMATION TECHNOLOGY SPECIALIST														
25	Logistics Specialist														
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37	SENIOR INTERNAL CONTROLS ANALYST														
38	SENIOR RESOURCE ANALYST														
39	TRAINING ASSISTANT (ADMIN SUPPORT)														
40	TRAINING COORDINATOR														
41	TRAINING INSTRUCTOR														
42	TRAINING INSTRUCTOR LEAD														
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44	TRAINING SPECIALIST (ADMIN SUPPORT)														
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46	TRAINING SPECIALIST LEAD														

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	Prime Burdens Template (PBT)	Base Period - OVERTIME						
	Labor Category	SFBR*	Burden 1	Burden 2	Burden 3	Burden 4	Adjusted SFBR	REF.
	Engineer 1							
1	ACCOUNTING CLERK I							
2	ACCOUNTING CLERK II							
3	ACCOUNTING CLERK III							
4	ADMINISTRATIVE ASSISTANT							
5	COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR							
6	COMPUTER SYSTEMS ANALYST I							
7	COMPUTER SYSTEMS ANALYST II							
8	COMPUTER SYSTEMS ANALYST III							
9	GENERAL CLERK I							
10	GENERAL CLERK II							
11	GENERAL CLERK III							
12	PERSONNEL ASSISTANT I							
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14	PERSONNEL ASSISTANT III							
15	SECRETARY I							
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17	SECRETARY III							
18	ACCOUNTANT I							
19	ACCOUNTANT II							
20	ACCOUNTANT III							
21	BUSINESS MANAGEMENT SUPPORT							
22	HR ASSISTANT							
23	HR OPERATIONS ASSISTANT							
24	INFORMATION TECHNOLOGY SPECIALIST							
25	Logistics Specialist							
26	PROCUREMENT ANALYST							
27	PROCUREMENT BUSINESS SYSTEMS SUPPORT I (PBSS I)							
28	PROCUREMENT BUSINESS SYSTEMS SUPPORT II (PBSS II)							
29	PROCUREMENT SPECIALIST							
30	Program Analyst I (E)							
31	Program Analyst II (E)							
32	Program Manager (E)							
33	Project Management and Change Management Consultant							
34	RECORDS MANAGEMENT SPECIALIST							
35	RESOURCE ANALYST I							
36	SAP CONSULTANT							
37	SENIOR INTERNAL CONTROLS ANALYST							
38	SENIOR RESOURCE ANALYST							
39	TRAINING ASSISTANT (ADMIN SUPPORT)							
40	TRAINING COORDINATOR							
41	TRAINING INSTRUCTOR							
42	TRAINING INSTRUCTOR LEAD							
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Subcontractors, if any, are required to provide Prime contractor with their proposed fully-burdened labor rates by SLC.

	Prime Burdens Template (PBT)	Option 3 - Straight Time							Option 4 - Straight Time						
	Labor Category	SFBR*	Burden 1	Burden 2	Burden 3	Burden 4	Adjusted SFBR	REF.	SFBR*	Burden 1	Burden 2	Burden 3	Burden 4	Adjusted SFBR	REF.
	Engineer 1														
1	ACCOUNTING CLERK I														
2	ACCOUNTING CLERK II														
3	ACCOUNTING CLERK III														
4	ADMINISTRATIVE ASSISTANT														
5	COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR														
6	COMPUTER SYSTEMS ANALYST I														
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8	COMPUTER SYSTEMS ANALYST III														
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	Prime Burdens Template (PBT)	Option 1 - Straight Time							Option 2 - Straight Time						
	Labor Category	SFBR*	Burden 1	Burden 2	Burden 3	Burden 4	Adjusted SFBR	REF.	SFBR*	Burden 1	Burden 2	Burden 3	Burden 4	Adjusted SFBR	REF.
	Engineer 1														
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These rates should reconcile to the SFBR rates shown on the Rates Development Template - Contractor Specific (RDT CS).
Subcontractors, if any, are required to provide Prime contractor with their proposed fully-burdened labor rates by SLC.
Prime contractor is to complete this template for Subcontractors

	Prime Burdens Template (PBT) Labor Category	Base Period - Straight Time						
		SFBR*	Burden 1	Burden 2	Burden 3	Burden 4	Adjusted SFBR	REF.
	Engineer 1							
1	ACCOUNTING CLERK I							
2	ACCOUNTING CLERK II							
3	ACCOUNTING CLERK III							
4	ADMINISTRATIVE ASSISTANT							
5	COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR							
6	COMPUTER SYSTEMS ANALYST I							
7	COMPUTER SYSTEMS ANALYST II							
8	COMPUTER SYSTEMS ANALYST III							
9	GENERAL CLERK I							
10	GENERAL CLERK II							
11	GENERAL CLERK III							
12	PERSONNEL ASSISTANT I							
13	PERSONNEL ASSISTANT II							
14	PERSONNEL ASSISTANT III							
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18	ACCOUNTANT I							
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20	ACCOUNTANT III							
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23	HR OPERATIONS ASSISTANT							
24	INFORMATION TECHNOLOGY SPECIALIST							
25	Logistics Specialist							
26	PROCUREMENT ANALYST							
27	PROCUREMENT BUSINESS SYSTEMS SUPPORT I (PBSS I)							
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29	PROCUREMENT SPECIALIST							
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32	Program Manager (E)							
33	Project Management and Change Management Consultant							
34	RECORDS MANAGEMENT SPECIALIST							
35	RESOURCE ANALYST I							
36	SAP CONSULTANT							
37	SENIOR INTERNAL CONTROLS ANALYST							
38	SENIOR RESOURCE ANALYST							
39	TRAINING ASSISTANT (ADMIN SUPPORT)							
40	TRAINING COORDINATOR							
41	TRAINING INSTRUCTOR							
42	TRAINING INSTRUCTOR LEAD							
43	TRAINING MANAGER							
44	TRAINING SPECIALIST (ADMIN SUPPORT)							
45	TRAINING SPECIALIST (COMPUTER SUPPORT)							
46	TRAINING SPECIALIST LEAD							

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This only includes the subcontractor's burdens.
The prime contractor's burden will then be applied to the SFBR.
The adjusted SFBR reflects the proposed labor rate.

*SFBR - Subcontract Fully Burdened Rates.
These rates should reconcile to the SFBR rates shown on the Rates Development Template - Contractor Specific (RDT CS). Subcontractors, if any, are required to provide Prime contractor with their proposed fully-burdened labor rates by SLC.

RATES DEVELOPMENT TEMPLATE (Contractor Specific)

	Labor Category	Prime	Sub	Contractor Name	Option 3 - OVERTIME Direct Labor Rate	Over-head	Over-head %	Other-Indirect	G&A	G&A %	Fee Sub Only	Fee Sub %	Fully Burd Rate	REF.	Option 4 - OVERTIME Direct Labor Rate	Over-head	Over-head %	Other-Indirect	G&A	G&A %	Fee Sub Only	Fee Sub %	Fully Burd Rate	REF.
	Example		X		23.00	17.25	75%	-	2.42	6%	0.43	1%	43.09		23.00	17.25	75%	-	2.42	6%	0.43	1%	43.09	
1	ACCOUNTING CLERK I																							
2	ACCOUNTING CLERK II																							
3	ACCOUNTING CLERK III																							
4	ADMINISTRATIVE ASSISTANT																							
5	COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR																							
6	COMPUTER SYSTEMS ANALYST I																							
7	COMPUTER SYSTEMS ANALYST II																							
8	COMPUTER SYSTEMS ANALYST III																							
9	GENERAL CLERK I																							
10	GENERAL CLERK II																							
11	GENERAL CLERK III																							
12	PERSONNEL ASSISTANT I																							
13	PERSONNEL ASSISTANT II																							
14	PERSONNEL ASSISTANT III																							
15	SECRETARY I																							
16	SECRETARY II																							
17	SECRETARY III																							
18	ACCOUNTANT I																							
19	ACCOUNTANT II																							
20	ACCOUNTANT III																							
21	BUSINESS MANAGEMENT SUPPORT																							
22	HR ASSISTANT																							
23	HR OPERATIONS ASSISTANT																							
24	INFORMATION TECHNOLOGY SPECIALIST																							
25	Logistics Specialist																							
26	PROCUREMENT ANALYST																							
27	PROCUREMENT BUSINESS SYSTEMS SUPPORT I (PBSS I)																							
28	PROCUREMENT BUSINESS SYSTEMS SUPPORT II (PBSS II)																							
29	PROCUREMENT SPECIALIST																							
30	Program Analyst I (E)																							
31	Program Analyst II (E)																							
32	Program Manager (E)																							
33	Project Management and Change Management Consultant																							
34	RECORDS MANAGEMENT SPECIALIST																							
35	RESOURCE ANALYST I																							
36	SAP CONSULTANT																							
37	SENIOR INTERNAL CONTROLS ANALYST																							
38	SENIOR RESOURCE ANALYST																							
39	TRAINING ASSISTANT (ADMIN SUPPORT)																							
40	TRAINING COORDINATOR																							
41	TRAINING INSTRUCTOR																							
42	TRAINING INSTRUCTOR LEAD																							
43	TRAINING MANAGER																							
44	TRAINING SPECIALIST (ADMIN SUPPORT)																							
45	TRAINING SPECIALIST (COMPUTER SUPPORT)																							
46	TRAINING SPECIALIST LEAD																							

The subcontractor's burdened rate (not yet burdened by the prime contractor) should be included in the "Dierct Labor Rate" column with an "X" in the "Sub" column.

RATES DEVELOPMENT TEMPLATE (Contractor Specific)

	Labor Category	Prime	Sub	Contractor Name	Option 1 - OVERTIME										Option 2 - OVERTIME									
					Direct Labor Rate	Over-head	Over-head %	Other-Indirect	G&A	G&A %	Fee Sub Only	Fee Sub %	Fully Burd. Rate	REF.	Direct Labor Rate	Over-head	Over-head %	Other-Indirect	G&A	G&A %	Fee Sub Only	Fee Sub %	Fully Burd Rate	REF.
	Example		X		23.00	17.25	75%	-	2.42	6%	0.43	1%	43.09		23.00	17.25	75%	-	2.42	6%	0.43	1%	43.09	
1	ACCOUNTING CLERK I																							
2	ACCOUNTING CLERK II																							
3	ACCOUNTING CLERK III																							
4	ADMINISTRATIVE ASSISTANT																							
5	COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR																							
6	COMPUTER SYSTEMS ANALYST I																							
7	COMPUTER SYSTEMS ANALYST II																							
8	COMPUTER SYSTEMS ANALYST III																							
9	GENERAL CLERK I																							
10	GENERAL CLERK II																							
11	GENERAL CLERK III																							
12	PERSONNEL ASSISTANT I																							
13	PERSONNEL ASSISTANT II																							
14	PERSONNEL ASSISTANT III																							
15	SECRETARY I																							
16	SECRETARY II																							
17	SECRETARY III																							
18	ACCOUNTANT I																							
19	ACCOUNTANT II																							
20	ACCOUNTANT III																							
21	BUSINESS MANAGEMENT SUPPORT																							
22	HR ASSISTANT																							
23	HR OPERATIONS ASSISTANT																							
24	INFORMATION TECHNOLOGY SPECIALIST																							
25	Logistics Specialist																							
26	PROCUREMENT ANALYST																							
27	PROCUREMENT BUSINESS SYSTEMS SUPPORT I (PBSS I)																							
28	PROCUREMENT BUSINESS SYSTEMS SUPPORT II (PBSS II)																							
29	PROCUREMENT SPECIALIST																							
30	Program Analyst I (E)																							
31	Program Analyst II (E)																							
32	Program Manager (E)																							
33	Project Management and Change Management Consultant																							
34	RECORDS MANAGEMENT SPECIALIST																							
35	RESOURCE ANALYST I																							
36	SAP CONSULTANT																							
37	SENIOR INTERNAL CONTROLS ANALYST																							
38	SENIOR RESOURCE ANALYST																							
39	TRAINING ASSISTANT (ADMIN SUPPORT)																							
40	TRAINING COORDINATOR																							
41	TRAINING INSTRUCTOR																							
42	TRAINING INSTRUCTOR LEAD																							
43	TRAINING MANAGER																							
44	TRAINING SPECIALIST (ADMIN SUPPORT)																							
45	TRAINING SPECIALIST (COMPUTER SUPPORT)																							
46	TRAINING SPECIALIST LEAD																							

The subcontractor's burdened rate (not yet burdened by the prime contractor) should be included in the "Dierct Labor Rate" column with an "X" in the "Sub" column

RATES DEVELOPMENT TEMPLATE (Contractor Specific)

	Labor Category	Prime	Sub	Contractor Name	Base Pd - OVERTIME									
					Direct Labor Rate	Over-head	Over-head %	Other-Indirect	G&A	G&A %	Fee Sub Only	Fee Sub %	Fully Burd. Rate	REF.
	Example		X		23.00	17.25	75%	-	2.42	6%	0.43	1%	43.09	
1	ACCOUNTING CLERK I													
2	ACCOUNTING CLERK II													
3	ACCOUNTING CLERK III													
4	ADMINISTRATIVE ASSISTANT													
5	COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR													
6	COMPUTER SYSTEMS ANALYST I													
7	COMPUTER SYSTEMS ANALYST II													
8	COMPUTER SYSTEMS ANALYST III													
9	GENERAL CLERK I													
10	GENERAL CLERK II													
11	GENERAL CLERK III													
12	PERSONNEL ASSISTANT I													
13	PERSONNEL ASSISTANT II													
14	PERSONNEL ASSISTANT III													
15	SECRETARY I													
16	SECRETARY II													
17	SECRETARY III													
18	ACCOUNTANT I													
19	ACCOUNTANT II													
20	ACCOUNTANT III													
21	BUSINESS MANAGEMENT SUPPORT													
22	HR ASSISTANT													
23	HR OPERATIONS ASSISTANT													
24	INFORMATION TECHNOLOGY SPECIALIST													
25	Logistics Specialist													
26	PROCUREMENT ANALYST													
27	PROCUREMENT BUSINESS SYSTEMS SUPPORT I (PBSS I)													
28	PROCUREMENT BUSINESS SYSTEMS SUPPORT II (PBSS II)													
29	PROCUREMENT SPECIALIST													
30	Program Analyst I (E)													
31	Program Analyst II (E)													
32	Program Manager (E)													
33	Project Management and Change Management Consultant													
34	RECORDS MANAGEMENT SPECIALIST													
35	RESOURCE ANALYST I													
36	SAP CONSULTANT													
37	SENIOR INTERNAL CONTROLS ANALYST													
38	SENIOR RESOURCE ANALYST													
39	TRAINING ASSISTANT (ADMIN SUPPORT)													
40	TRAINING COORDINATOR													
41	TRAINING INSTRUCTOR													
42	TRAINING INSTRUCTOR LEAD													
43	TRAINING MANAGER													
44	TRAINING SPECIALIST (ADMIN SUPPORT)													
45	TRAINING SPECIALIST (COMPUTER SUPPORT)													
46	TRAINING SPECIALIST LEAD													

The subcontractor's burdened rate (not yet burdened by the prime contractor) should be included in the "Dierct Labor Rate" column with an "X" in the "Sub" column.

RATES DEVELOPMENT TEMPLATE (Contractor Specific)

	Labor Category	Prime	Sub	Contractor Name	Option 3 - Straight Time										Option 4 - Straight Time									
					Direct Labor Rate	Over-head	Over-head %	Other-Indirect	G&A	G&A %	Fee Sub Only	Fee Sub %	Fully Burd. Rate	REF.	Direct Labor Rate	Over-head	Over-head %	Other-Indirect	G&A	G&A %	Fee Sub Only	Fee Sub %	Fully Burd. Rate	REF.
	Example		X		23.00	17.25	75%	-	2.42	6%	0.43	1%	43.09		23.00	17.25	75%	-	2.42	6%	0.43	1%	43.09	
1	ACCOUNTING CLERK I																							
2	ACCOUNTING CLERK II																							
3	ACCOUNTING CLERK III																							
4	ADMINISTRATIVE ASSISTANT																							
5	COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR																							
6	COMPUTER SYSTEMS ANALYST I																							
7	COMPUTER SYSTEMS ANALYST II																							
8	COMPUTER SYSTEMS ANALYST III																							
9	GENERAL CLERK I																							
10	GENERAL CLERK II																							
11	GENERAL CLERK III																							
12	PERSONNEL ASSISTANT I																							
13	PERSONNEL ASSISTANT II																							
14	PERSONNEL ASSISTANT III																							
15	SECRETARY I																							
16	SECRETARY II																							
17	SECRETARY III																							
18	ACCOUNTANT I																							
19	ACCOUNTANT II																							
20	ACCOUNTANT III																							
21	BUSINESS MANAGEMENT SUPPORT																							
22	HR ASSISTANT																							
23	HR OPERATIONS ASSISTANT																							
24	INFORMATION TECHNOLOGY SPECIALIST																							
25	Logistics Specialist																							
26	PROCUREMENT ANALYST																							
27	PROCUREMENT BUSINESS SYSTEMS SUPPORT I (PBSS I)																							
28	PROCUREMENT BUSINESS SYSTEMS SUPPORT II (PBSS II)																							
29	PROCUREMENT SPECIALIST																							
30	Program Analyst I (E)																							
31	Program Analyst II (E)																							
32	Program Manager (E)																							
33	Project Management and Change Management Consultant																							
34	RECORDS MANAGEMENT SPECIALIST																							
35	RESOURCE ANALYST I																							
36	SAP CONSULTANT																							
37	SENIOR INTERNAL CONTROLS ANALYST																							
38	SENIOR RESOURCE ANALYST																							
39	TRAINING ASSISTANT (ADMIN SUPPORT)																							
40	TRAINING COORDINATOR																							
41	TRAINING INSTRUCTOR																							
42	TRAINING INSTRUCTOR LEAD																							
43	TRAINING MANAGER																							
44	TRAINING SPECIALIST (ADMIN SUPPORT)																							
45	TRAINING SPECIALIST (COMPUTER SUPPORT)																							
46	TRAINING SPECIALIST LEAD																							

The subcontractor's burdened rate (not yet burdened by the prime contractor) should be included in the "Dierct Labor Rate" column with an "X" in the "Sub" column.

RATES DEVELOPMENT TEMPLATE (Contractor Specific)

	Labor Category	Prime	Sub	Contractor Name	Option 1 - Straight Time										Option 2 - Straight Time									
					Direct Labor Rate	Over-head	Over-head %	Other-Indirect	G&A	G&A %	Fee Sub Only	Fee Sub %	Fully Burd. Rate	REF.	Direct Labor Rate	Over-head	Over-head %	Other-Indirect	G&A	G&A %	Fee Sub Only	Fee Sub %	Fully Burd Rate	REF.
	Example		X		23.00	17.25	75%	-	2.42	6%	0.43	1%	43.09		23.00	17.25	75%	-	2.42	6%	0.43	1%	43.09	
1	ACCOUNTING CLERK I																							
2	ACCOUNTING CLERK II																							
3	ACCOUNTING CLERK III																							
4	ADMINISTRATIVE ASSISTANT																							
5	COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR																							
6	COMPUTER SYSTEMS ANALYST I																							
7	COMPUTER SYSTEMS ANALYST II																							
8	COMPUTER SYSTEMS ANALYST III																							
9	GENERAL CLERK I																							
10	GENERAL CLERK II																							
11	GENERAL CLERK III																							
12	PERSONNEL ASSISTANT I																							
13	PERSONNEL ASSISTANT II																							
14	PERSONNEL ASSISTANT III																							
15	SECRETARY I																							
16	SECRETARY II																							
17	SECRETARY III																							
18	ACCOUNTANT I																							
19	ACCOUNTANT II																							
20	ACCOUNTANT III																							
21	BUSINESS MANAGEMENT SUPPORT																							
22	HR ASSISTANT																							
23	HR OPERATIONS ASSISTANT																							
24	INFORMATION TECHNOLOGY SPECIALIST																							
25	Logistics Specialist																							
26	PROCUREMENT ANALYST																							
27	PROCUREMENT BUSINESS SYSTEMS SUPPORT I (PBSS I)																							
28	PROCUREMENT BUSINESS SYSTEMS SUPPORT II (PBSS II)																							
29	PROCUREMENT SPECIALIST																							
30	Program Analyst I (E)																							
31	Program Analyst II (E)																							
32	Program Manager (E)																							
33	Project Management and Change Management Consultant																							
34	RECORDS MANAGEMENT SPECIALIST																							
35	RESOURCE ANALYST I																							
36	SAP CONSULTANT																							
37	SENIOR INTERNAL CONTROLS ANALYST																							
38	SENIOR RESOURCE ANALYST																							
39	TRAINING ASSISTANT (ADMIN SUPPORT)																							
40	TRAINING COORDINATOR																							
41	TRAINING INSTRUCTOR																							
42	TRAINING INSTRUCTOR LEAD																							
43	TRAINING MANAGER																							
44	TRAINING SPECIALIST (ADMIN SUPPORT)																							
45	TRAINING SPECIALIST (COMPUTER SUPPORT)																							
46	TRAINING SPECIALIST LEAD																							

The subcontractor's burdened rate (not yet burdened by the prime contractor) should be included in the "Dierct Labor Rate" column with an "X" in the "Sub" column.

RATES DEVELOPMENT TEMPLATE (Contractor Specific)

	Labor Category	Prime	Sub	Contractor Name	Base Pd - Straight Time									
					Direct Labor Rate	Over-head	Over-head %	Other-Indirect	G&A	G&A %	Fee Sub Only	Fee Sub %	Fully Burd. Rate	REF.
	Example		X		23.00	17.25	75%	-	2.42	6%	0.43	1%	43.09	
1	ACCOUNTING CLERK I													
2	ACCOUNTING CLERK II													
3	ACCOUNTING CLERK III													
4	ADMINISTRATIVE ASSISTANT													
5	COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR													
6	COMPUTER SYSTEMS ANALYST I													
7	COMPUTER SYSTEMS ANALYST II													
8	COMPUTER SYSTEMS ANALYST III													
9	GENERAL CLERK I													
10	GENERAL CLERK II													
11	GENERAL CLERK III													
12	PERSONNEL ASSISTANT I													
13	PERSONNEL ASSISTANT II													
14	PERSONNEL ASSISTANT III													
15	SECRETARY I													
16	SECRETARY II													
17	SECRETARY III													
18	ACCOUNTANT I													
19	ACCOUNTANT II													
20	ACCOUNTANT III													
21	BUSINESS MANAGEMENT SUPPORT													
22	HR ASSISTANT													
23	HR OPERATIONS ASSISTANT													
24	INFORMATION TECHNOLOGY SPECIALIST													
25	Logistics Specialist													
26	PROCUREMENT ANALYST													
27	PROCUREMENT BUSINESS SYSTEMS SUPPORT I (PBSS I)													
28	PROCUREMENT BUSINESS SYSTEMS SUPPORT II (PBSS II)													
29	PROCUREMENT SPECIALIST													
30	Program Analyst I (E)													
31	Program Analyst II (E)													
32	Program Manager (E)													
33	Project Management and Change Management Consultant													
34	RECORDS MANAGEMENT SPECIALIST													
35	RESOURCE ANALYST I													
36	SAP CONSULTANT													
37	SENIOR INTERNAL CONTROLS ANALYST													
38	SENIOR RESOURCE ANALYST													
39	TRAINING ASSISTANT (ADMIN SUPPORT)													
40	TRAINING COORDINATOR													
41	TRAINING INSTRUCTOR													
42	TRAINING INSTRUCTOR LEAD													
43	TRAINING MANAGER													
44	TRAINING SPECIALIST (ADMIN SUPPORT)													
45	TRAINING SPECIALIST (COMPUTER SUPPORT)													
46	TRAINING SPECIALIST LEAD													

The subcontractor's burdened rate (not yet burdened by the prime contractor) should be included in the "Dierct Labor Rate" column with an "X" in the "Sub" column.

Total Labor Proposed Template

		Total Proposed Labor HOURS (Per FTE)						Total Proposed Labor Costs (Per FTE)					
		Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL	Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL
1	ACCOUNTING CLERK I	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2	ACCOUNTING CLERK II	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -
3	ACCOUNTING CLERK III	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4	ADMINISTRATIVE ASSISTANT	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5	COMPUTER BASED TRAINING (CBT	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -
6	COMPUTER SYSTEMS ANALYST I	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -
7	COMPUTER SYSTEMS ANALYST II	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -
8	COMPUTER SYSTEMS ANALYST III	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9	GENERAL CLERK I	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10	GENERAL CLERK II	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11	GENERAL CLERK III	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -
12	PERSONNEL ASSISTANT I	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13	PERSONNEL ASSISTANT II	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -
14	PERSONNEL ASSISTANT III	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -
15	SECRETARY I	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -
16	SECRETARY II	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -
17	SECRETARY III	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -
18	ACCOUNTANT I	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -
19	ACCOUNTANT II	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -
20	ACCOUNTANT III	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -
21	BUSINESS MANAGEMENT SUPPOR	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -
22	HR ASSISTANT	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -
23	HR OPERATIONS ASSISTANT	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -
24	INFORMATION TECHNOLOGY SPE(	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -
25	Logistics Specialist	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -
26	PROCUREMENT ANALYST	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -
27	PROCUREMENT BUSINESS SYSTEI	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -
28	PROCUREMENT BUSINESS SYSTEI	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -
29	PROCUREMENT SPECIALIST	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -
30	Program Analyst I (E)	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -
31	Program Analyst II (E)	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -
32	Program Manager (E)	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -
33	Project Management and Change Ma	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -
34	RECORDS MANAGEMENT SPECIAL	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -
35	RESOURCE ANALYST I	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -
36	SAP CONSULTANT	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -
37	SENIOR INTERNAL CONTROLS AN/	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -
38	SENIOR RESOURCE ANALYST	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -
39	TRAINING ASSISTANT (ADI	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -
40	TRAINING COORDINATOR	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -
41	TRAINING INSTRUCTOR	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -
42	TRAINING INSTRUCTOR LEAD	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -
43	TRAINING MANAGER	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -
44	TRAINING SPECIALIST (ADM	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -
45	TRAINING SPECIALIST (COM	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -
46	TRAINING SPECIALIST LEAD	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -

No input necessary.

Total Labor Proposed Template

		Total Proposed Labor HOURS (Overall)						Total Proposed Labor Costs (Overall)					
		Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL	Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL
1	ACCOUNTING CLERK I	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2	ACCOUNTING CLERK II	9,536.00	8,000.00	8,032.00	8,032.00	8,000.00	$ 41,600.00	$ -	$ -	$ -	$ -	$ -	$ -
3	ACCOUNTING CLERK III	4,768.00	2,000.00	2,008.00	2,008.00	2,000.00	$ 12,784.00	$ -	$ -	$ -	$ -	$ -	$ -
4	ADMINISTRATIVE ASSISTANT	1,192.00	2,000.00	2,008.00	2,008.00	2,000.00	$ 9,208.00	$ -	$ -	$ -	$ -	$ -	$ -
5	COMPUTER BASED TRAINING (CBT	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -
6	COMPUTER SYSTEMS ANALYST I	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -
7	COMPUTER SYSTEMS ANALYST II	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -
8	COMPUTER SYSTEMS ANALYST III	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9	GENERAL CLERK I	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10	GENERAL CLERK II	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11	GENERAL CLERK III	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -
12	PERSONNEL ASSISTANT I	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13	PERSONNEL ASSISTANT II	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -
14	PERSONNEL ASSISTANT III	1,192.00	2,000.00	2,008.00	2,008.00	2,000.00	$ 9,208.00	$ -	$ -	$ -	$ -	$ -	$ -
15	SECRETARY I	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -
16	SECRETARY II	10,728.00	18,000.00	18,072.00	18,072.00	18,000.00	$ 82,872.00	$ -	$ -	$ -	$ -	$ -	$
17	SECRETARY III	22,648.00	42,000.00	44,176.00	36,144.00	36,000.00	$ 180,968.00	$ -	$ -	$ -	$ -	$ -	$
18	ACCOUNTANT I	1,192.00	2,000.00	2,008.00	2,008.00	2,000.00	$ 9,208.00	$ -	$ -	$ -	$ -	$ -	$ -
19	ACCOUNTANT II	1,192.00	2,000.00	2,008.00	2,008.00	2,000.00	$ 9,208.00	$ -	$ -	$ -	$ -	$ -	$ -
20	ACCOUNTANT III	1,192.00	2,000.00	2,008.00	2,008.00	2,000.00	$ 9,208.00	$ -	$ -	$ -	$ -	$ -	$ -
21	BUSINESS MANAGEMENT SUPPOF	1,192.00	2,000.00	2,008.00	2,008.00	2,000.00	$ 9,208.00	$ -	$ -	$ -	$ -	$ -	$ -
22	HR ASSISTANT	1,788.00	3,000.00	3,012.00	3,012.00	3,000.00	$ 13,812.00	$ -	$ -	$ -	$ -	$ -	$ -
23	HR OPERATIONS ASSISTANT	4,768.00	8,000.00	8,032.00	8,032.00	8,000.00	$ 36,832.00	$ -	$ -	$ -	$ -	$ -	$ -
24	INFORMATION TECHNOLOGY SPE(	1,192.00	2,000.00	2,008.00	2,008.00	2,000.00	$ 9,208.00	$ -	$ -	$ -	$ -	$ -	$ -
25	Logistics Specialist	5,960.00	10,000.00	10,040.00	10,040.00	10,000.00	$ 46,040.00	$ -	$ -	$ -	$ -	$ -	$ -
26	PROCUREMENT ANALYST	2,384.00	4,000.00	4,016.00	4,016.00	4,000.00	$ 18,416.00	$ -	$ -	$ -	$ -	$ -	$ -
27	PROCUREMENT BUSINESS SYSTEI	1,192.00	2,000.00	2,008.00	2,008.00	2,000.00	$ 9,208.00	$ -	$ -	$ -	$ -	$ -	$ -
28	PROCUREMENT BUSINESS SYSTEI	1,192.00	2,000.00	2,008.00	2,008.00	2,000.00	$ 9,208.00	$ -	$ -	$ -	$ -	$ -	$ -
29	PROCUREMENT SPECIALIST	3,576.00	6,000.00	6,024.00	6,024.00	6,000.00	$ 27,624.00	$ -	$ -	$ -	$ -	$ -	$ -
30	Program Analyst I (E)	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -
31	Program Analyst II (E)	1,192.00	2,000.00	2,008.00	2,008.00	2,000.00	$ 9,208.00	$ -	$ -	$ -	$ -	$ -	$ -
32	Program Manager (E)	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -	$ -
33	Project Management and Change Mai	667.52	-	-	-	-	$ 667.52	$ -	$ -	$ -	$ -	$ -	$ -
34	RECORDS MANAGEMENT SPECIAL	2,384.00	-	-	-	-	$ 2,384.00	$ -	$ -	$ -	$ -	$ -	$ -
35	RESOURCE ANALYST I	4,768.00	8,000.00	8,032.00	8,032.00	8,000.00	$ 36,832.00	$ -	$ -	$ -	$ -	$ -	$ -
36	SAP CONSULTANT	1,192.00	2,000.00	2,008.00	2,008.00	2,000.00	$ 9,208.00	$ -	$ -	$ -	$ -	$ -	$ -
37	SENIOR INTERNAL CONTROLS AN/	715.20	1,200.00	1,204.80	1,204.80	1,200.00	$ 5,524.80	$ -	$ -	$ -	$ -	$ -	$
38	SENIOR RESOURCE ANALYST	2,145.60	3,600.00	3,614.40	3,614.40	3,600.00	$ 16,574.40	$ -	$ -	$ -	$ -	$ -	$
39	TRAINING ASSISTANT (ADI	2,384.00	4,000.00	4,016.00	4,016.00	4,000.00	$ 18,416.00	$ -	$ -	$ -	$ -	$ -	$
40	TRAINING COORDINATOR	2,384.00	4,000.00	4,016.00	4,016.00	4,000.00	$ 18,416.00	$ -	$ -	$ -	$ -	$ -	$ -
41	TRAINING INSTRUCTOR	4,768.00	8,000.00	8,032.00	8,032.00	8,000.00	$ 36,832.00	$ -	$ -	$ -	$ -	$ -	$ -
42	TRAINING INSTRUCTOR LEAD	1,192.00	2,000.00	2,008.00	2,008.00	2,000.00	$ 9,208.00	$ -	$ -	$ -	$ -	$ -	$ -
43	TRAINING MANAGER	1,192.00	2,000.00	2,008.00	2,008.00	2,000.00	$ 9,208.00	$ -	$ -	$ -	$ -	$ -	$ -
44	TRAINING SPECIALIST (ADM	1,192.00	2,000.00	2,008.00	2,008.00	2,000.00	$ 9,208.00	$ -	$ -	$ -	$ -	$ -	$ -
45	TRAINING SPECIALIST (COM	1,192.00	2,000.00	2,008.00	2,008.00	2,000.00	$ 9,208.00	$ -	$ -	$ -	$ -	$ -	$ -
46	TRAINING SPECIALIST LEAD	1,192.00	2,000.00	2,008.00	2,008.00	2,000.00	$ 9,208.00	$ -	$ -	$ -	$ -	$ -	$ -
		105,444.32	161,800.00	164,455.20	156,423.20	155,800.00	$ 743,922.72	$ -	$ -	$ -	$ -	$ -	$ -

Fringe Benefits Template

		TOTAL PROPOSED FRINGE BENEFIT COSTS (Per FTE)					
		Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL
1	ACCOUNTING CLERK I	$ -	$ -	$ -	$ -	$ -	$ -
2	ACCOUNTING CLERK II	$ -	$ -	$ -	$ -	$ -	$ -
3	ACCOUNTING CLERK III	$ -	$ -	$ -	$ -	$ -	$ -
4	ADMINISTRATIVE ASSISTANT	$ -	$ -	$ -	$ -	$ -	$ -
5	COMPUTER BASED TRAINING (C	$ -	$ -	$ -	$ -	$ -	$ -
6	COMPUTER SYSTEMS ANALYST	$ -	$ -	$ -	$ -	$ -	$ -
7	COMPUTER SYSTEMS ANALYST	$ -	$ -	$ -	$ -	$ -	$ -
8	COMPUTER SYSTEMS ANALYST	$ -	$ -	$ -	$ -	$ -	$ -
9	GENERAL CLERK I	$ -	$ -	$ -	$ -	$ -	$ -
10	GENERAL CLERK II	$ -	$ -	$ -	$ -	$ -	$ -
11	GENERAL CLERK III	$ -	$ -	$ -	$ -	$ -	$ -
12	PERSONNEL ASSISTANT I	$ -	$ -	$ -	$ -	$ -	$ -
13	PERSONNEL ASSISTANT II	$ -	$ -	$ -	$ -	$ -	$ -
14	PERSONNEL ASSISTANT III	$ -	$ -	$ -	$ -	$ -	$ -
15	SECRETARY I	$ -	$ -	$ -	$ -	$ -	$ -
16	SECRETARY II	$ -	$ -	$ -	$ -	$ -	$ -
17	SECRETARY III	$ -	$ -	$ -	$ -	$ -	$ -
18	ACCOUNTANT I	$ -	$ -	$ -	$ -	$ -	$ -
19	ACCOUNTANT II	$ -	$ -	$ -	$ -	$ -	$ -
20	ACCOUNTANT III	$ -	$ -	$ -	$ -	$ -	$ -
21	BUSINESS MANAGEMENT SUPP	$ -	$ -	$ -	$ -	$ -	$ -
22	HR ASSISTANT	$ -	$ -	$ -	$ -	$ -	$ -
23	HR OPERATIONS ASSISTANT	$ -	$ -	$ -	$ -	$ -	$ -
24	INFORMATION TECHNOLOGY SF	$ -	$ -	$ -	$ -	$ -	$ -
25	Logistics Specialist	$ -	$ -	$ -	$ -	$ -	$ -
26	PROCUREMENT ANALYST	$ -	$ -	$ -	$ -	$ -	$ -
27	PROCUREMENT BUSINESS SYS	$ -	$ -	$ -	$ -	$ -	$ -
28	PROCUREMENT BUSINESS SYS	$ -	$ -	$ -	$ -	$ -	$ -
29	PROCUREMENT SPECIALIST	$ -	$ -	$ -	$ -	$ -	$ -
30	Program Analyst I (E)	$ -	$ -	$ -	$ -	$ -	$ -
31	Program Analyst II (E)	$ -	$ -	$ -	$ -	$ -	$ -
32	Program Manager (E)	$ -	$ -	$ -	$ -	$ -	$ -
33	Project Management and Change I	$ -	$ -	$ -	$ -	$ -	$ -
34	RECORDS MANAGEMENT SPEC	$ -	$ -	$ -	$ -	$ -	$ -
35	RESOURCE ANALYST I	$ -	$ -	$ -	$ -	$ -	$ -
36	SAP CONSULTANT	$ -	$ -	$ -	$ -	$ -	$ -
37	SENIOR INTERNAL CONTROLS /	$ -	$ -	$ -	$ -	$ -	$ -
38	SENIOR RESOURCE ANALYST	$ -	$ -	$ -	$ -	$ -	$ -
39	TRAINING ASSISTANT (/	$ -	$ -	$ -	$ -	$ -	$ -
40	TRAINING COORDINATOR	$ -	$ -	$ -	$ -	$ -	$ -
41	TRAINING INSTRUCTOR	$ -	$ -	$ -	$ -	$ -	$ -
42	TRAINING INSTRUCTOR LEAD	$ -	$ -	$ -	$ -	$ -	$ -
43	TRAINING MANAGER	$ -	$ -	$ -	$ -	$ -	$ -
44	TRAINING SPECIALIST (A	$ -	$ -	$ -	$ -	$ -	$ -
45	TRAINING SPECIALIST (C	$ -	$ -	$ -	$ -	$ -	$ -
46	TRAINING SPECIALIST LEAD	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -

Fringe Benefits Template

		Proposed Fringe Benefits - Pension (Per FTE)						Proposed Fringe Benefits - 401k (Per FTE)					
		Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL	Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL
1	ACCOUNTING CLERK I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2	ACCOUNTING CLERK II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
3	ACCOUNTING CLERK III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4	ADMINISTRATIVE ASSISTANT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5	COMPUTER BASED TRAINING (C	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
6	COMPUTER SYSTEMS ANALYST	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
7	COMPUTER SYSTEMS ANALYST	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
8	COMPUTER SYSTEMS ANALYST	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9	GENERAL CLERK I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10	GENERAL CLERK II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11	GENERAL CLERK III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
12	PERSONNEL ASSISTANT I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13	PERSONNEL ASSISTANT II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
14	PERSONNEL ASSISTANT III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
15	SECRETARY I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
16	SECRETARY II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
17	SECRETARY III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
18	ACCOUNTANT I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
19	ACCOUNTANT II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
20	ACCOUNTANT III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
21	BUSINESS MANAGEMENT SUPP	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
22	HR ASSISTANT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
23	HR OPERATIONS ASSISTANT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
24	INFORMATION TECHNOLOGY SF	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
25	Logistics Specialist	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
26	PROCUREMENT ANALYST	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
27	PROCUREMENT BUSINESS SYS	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
28	PROCUREMENT BUSINESS SYS	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
29	PROCUREMENT SPECIALIST	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
30	Program Analyst I (E)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
31	Program Analyst II (E)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
32	Program Manager (E)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
33	Project Management and Change I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
34	RECORDS MANAGEMENT SPEC	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
35	RESOURCE ANALYST I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
36	SAP CONSULTANT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
37	SENIOR INTERNAL CONTROLS A	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
38	SENIOR RESOURCE ANALYST	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
39	TRAINING ASSISTANT (A	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
40	TRAINING COORDINATOR	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
41	TRAINING INSTRUCTOR	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
42	TRAINING INSTRUCTOR LEAD	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
43	TRAINING MANAGER	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
44	TRAINING SPECIALIST (A	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
45	TRAINING SPECIALIST (C	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
46	TRAINING SPECIALIST LEAD	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Fringe Benefits Template

		Proposed Fringe Benefits - Health & Welfare Costs (Per FTE)						Proposed Fringe Benefits - Bonus (Per FTE)					
		Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL	Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL
1	ACCOUNTING CLERK I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2	ACCOUNTING CLERK II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
3	ACCOUNTING CLERK III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4	ADMINISTRATIVE ASSISTANT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5	COMPUTER BASED TRAINING (C	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
6	COMPUTER SYSTEMS ANALYST	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
7	COMPUTER SYSTEMS ANALYST	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
8	COMPUTER SYSTEMS ANALYST	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9	GENERAL CLERK I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10	GENERAL CLERK II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11	GENERAL CLERK III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
12	PERSONNEL ASSISTANT I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13	PERSONNEL ASSISTANT II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
14	PERSONNEL ASSISTANT III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
15	SECRETARY I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
16	SECRETARY II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
17	SECRETARY III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
18	ACCOUNTANT I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
19	ACCOUNTANT II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
20	ACCOUNTANT III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
21	BUSINESS MANAGEMENT SUPP	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
22	HR ASSISTANT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
23	HR OPERATIONS ASSISTANT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
24	INFORMATION TECHNOLOGY SF	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
25	Logistics Specialist	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
26	PROCUREMENT ANALYST	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
27	PROCUREMENT BUSINESS SYS	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
28	PROCUREMENT BUSINESS SYS	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
29	PROCUREMENT SPECIALIST	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
30	Program Analyst I (E)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
31	Program Analyst II (E)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
32	Program Manager (E)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
33	Project Management and Change I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
34	RECORDS MANAGEMENT SPEC	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
35	RESOURCE ANALYST I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
36	SAP CONSULTANT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
37	SENIOR INTERNAL CONTROLS /	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
38	SENIOR RESOURCE ANALYST	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
39	TRAINING ASSISTANT (/	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
40	TRAINING COORDINATOR	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
41	TRAINING INSTRUCTOR	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
42	TRAINING INSTRUCTOR LEAD	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
43	TRAINING MANAGER	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
44	TRAINING SPECIALIST (A	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
45	TRAINING SPECIALIST (C	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
46	TRAINING SPECIALIST LEAD	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Fringe Benefits Template

TOTAL PROPOSED FRINGE BENEFIT COSTS (Overall)

		Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL
1	ACCOUNTING CLERK I	$ -	$ -	$ -	$ -	$ -	$ -
2	ACCOUNTING CLERK II	$ -	$ -	$ -	$ -	$ -	$ -
3	ACCOUNTING CLERK III	$ -	$ -	$ -	$ -	$ -	$ -
4	ADMINISTRATIVE ASSISTANT	$ -	$ -	$ -	$ -	$ -	$ -
5	COMPUTER BASED TRAINING (C	$ -	$ -	$ -	$ -	$ -	$ -
6	COMPUTER SYSTEMS ANALYST	$ -	$ -	$ -	$ -	$ -	$ -
7	COMPUTER SYSTEMS ANALYST	$ -	$ -	$ -	$ -	$ -	$ -
8	COMPUTER SYSTEMS ANALYST	$ -	$ -	$ -	$ -	$ -	$ -
9	GENERAL CLERK I	$ -	$ -	$ -	$ -	$ -	$ -
10	GENERAL CLERK II	$ -	$ -	$ -	$ -	$ -	$ -
11	GENERAL CLERK III	$ -	$ -	$ -	$ -	$ -	$ -
12	PERSONNEL ASSISTANT I	$ -	$ -	$ -	$ -	$ -	$ -
13	PERSONNEL ASSISTANT II	$ -	$ -	$ -	$ -	$ -	$ -
14	PERSONNEL ASSISTANT III	$ -	$ -	$ -	$ -	$ -	$ -
15	SECRETARY I	$ -	$ -	$ -	$ -	$ -	$ -
16	SECRETARY II	$ -	$ -	$ -	$ -	$ -	$ -
17	SECRETARY III	$ -	$ -	$ -	$ -	$ -	$ -
18	ACCOUNTANT I	$ -	$ -	$ -	$ -	$ -	$ -
19	ACCOUNTANT II	$ -	$ -	$ -	$ -	$ -	$ -
20	ACCOUNTANT III	$ -	$ -	$ -	$ -	$ -	$ -
21	BUSINESS MANAGEMENT SUPP	$ -	$ -	$ -	$ -	$ -	$ -
22	HR ASSISTANT	$ -	$ -	$ -	$ -	$ -	$ -
23	HR OPERATIONS ASSISTANT	$ -	$ -	$ -	$ -	$ -	$ -
24	INFORMATION TECHNOLOGY SF	$ -	$ -	$ -	$ -	$ -	$ -
25	Logistics Specialist	$ -	$ -	$ -	$ -	$ -	$ -
26	PROCUREMENT ANALYST	$ -	$ -	$ -	$ -	$ -	$ -
27	PROCUREMENT BUSINESS SYS	$ -	$ -	$ -	$ -	$ -	$ -
28	PROCUREMENT BUSINESS SYS	$ -	$ -	$ -	$ -	$ -	$ -
29	PROCUREMENT SPECIALIST	$ -	$ -	$ -	$ -	$ -	$ -
30	Program Analyst I (E)	$ -	$ -	$ -	$ -	$ -	$ -
31	Program Analyst II (E)	$ -	$ -	$ -	$ -	$ -	$ -
32	Program Manager (E)	$ -	$ -	$ -	$ -	$ -	$ -
33	Project Management and Change I	$ -	$ -	$ -	$ -	$ -	$ -
34	RECORDS MANAGEMENT SPECI	$ -	$ -	$ -	$ -	$ -	$ -
35	RESOURCE ANALYST I	$ -	$ -	$ -	$ -	$ -	$ -
36	SAP CONSULTANT	$ -	$ -	$ -	$ -	$ -	$ -
37	SENIOR INTERNAL CONTROLS A	$ -	$ -	$ -	$ -	$ -	$ -
38	SENIOR RESOURCE ANALYST	$ -	$ -	$ -	$ -	$ -	$ -
39	TRAINING ASSISTANT (A	$ -	$ -	$ -	$ -	$ -	$ -
40	TRAINING COORDINATOR	$ -	$ -	$ -	$ -	$ -	$ -
41	TRAINING INSTRUCTOR	$ -	$ -	$ -	$ -	$ -	$ -
42	TRAINING INSTRUCTOR LEAD	$ -	$ -	$ -	$ -	$ -	$ -
43	TRAINING MANAGER	$ -	$ -	$ -	$ -	$ -	$ -
44	TRAINING SPECIALIST (AI	$ -	$ -	$ -	$ -	$ -	$ -
45	TRAINING SPECIALIST (C	$ -	$ -	$ -	$ -	$ -	$ -
46	TRAINING SPECIALIST LEAD	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -

Fringe Benefits Template

		Proposed Fringe Benefits - Pension (Overall)						Proposed Fringe Benefits - 401k (Overall)					
		Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL	Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL
1	ACCOUNTING CLERK I						$ -						$ -
2	ACCOUNTING CLERK II						$ -						$ -
3	ACCOUNTING CLERK III						$ -						$ -
4	ADMINISTRATIVE ASSISTANT						$ -						$ -
5	COMPUTER BASED TRAINING (C						$ -						$ -
6	COMPUTER SYSTEMS ANALYST						$ -						$ -
7	COMPUTER SYSTEMS ANALYST						$ -						$ -
8	COMPUTER SYSTEMS ANALYST						$ -						$ -
9	GENERAL CLERK I						$ -						$ -
10	GENERAL CLERK II						$ -						$ -
11	GENERAL CLERK III						$ -						$ -
12	PERSONNEL ASSISTANT I						$ -						$ -
13	PERSONNEL ASSISTANT II						$ -						$ -
14	PERSONNEL ASSISTANT III						$ -						$ -
15	SECRETARY I						$ -						$ -
16	SECRETARY II						$ -						$ -
17	SECRETARY III						$ -						$ -
18	ACCOUNTANT I						$ -						$ -
19	ACCOUNTANT II						$ -						$ -
20	ACCOUNTANT III						$ -						$ -
21	BUSINESS MANAGEMENT SUPP						$ -						$ -
22	HR ASSISTANT						$ -						$ -
23	HR OPERATIONS ASSISTANT						$ -						$ -
24	INFORMATION TECHNOLOGY SF						$ -						$ -
25	Logistics Specialist						$ -						$ -
26	PROCUREMENT ANALYST						$ -						$ -
27	PROCUREMENT BUSINESS SYS						$ -						$ -
28	PROCUREMENT BUSINESS SYS						$ -						$ -
29	PROCUREMENT SPECIALIST						$ -						$ -
30	Program Analyst I (E)						$ -						$ -
31	Program Analyst II (E)						$ -						$ -
32	Program Manager (E)						$ -						$ -
33	Project Management and Change I						$ -						$ -
34	RECORDS MANAGEMENT SPEC						$ -						$ -
35	RESOURCE ANALYST I						$ -						$ -
36	SAP CONSULTANT						$ -						$ -
37	SENIOR INTERNAL CONTROLS A						$ -						$ -
38	SENIOR RESOURCE ANALYST						$ -						$ -
39	TRAINING ASSISTANT (A						$ -						$ -
40	TRAINING COORDINATOR						$ -						$ -
41	TRAINING INSTRUCTOR						$ -						$ -
42	TRAINING INSTRUCTOR LEAD						$ -						$ -
43	TRAINING MANAGER						$ -						$ -
44	TRAINING SPECIALIST (A						$ -						$ -
45	TRAINING SPECIALIST (C						$ -						$ -
46	TRAINING SPECIALIST LEAD						$ -						$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Fringe Benefits Template

		Proposed Fringe Benefits - Health & Welfare Costs (Overall)						Proposed Fringe Benefits - Bonus (Overall)					
		Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL	Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL
1	ACCOUNTING CLERK I						$ -						$ -
2	ACCOUNTING CLERK II						$ -						$ -
3	ACCOUNTING CLERK III						$ -						$ -
4	ADMINISTRATIVE ASSISTANT						$ -						$ -
5	COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR						$ -						$ -
6	COMPUTER SYSTEMS ANALYST I						$ -						$ -
7	COMPUTER SYSTEMS ANALYST II						$ -						$ -
8	COMPUTER SYSTEMS ANALYST III						$ -						$ -
9	GENERAL CLERK I						$ -						$ -
10	GENERAL CLERK II						$ -						$ -
11	GENERAL CLERK III						$ -						$ -
12	PERSONNEL ASSISTANT I						$ -						$ -
13	PERSONNEL ASSISTANT II						$ -						$ -
14	PERSONNEL ASSISTANT III						$ -						$ -
15	SECRETARY I						$ -						$ -
16	SECRETARY II						$ -						$ -
17	SECRETARY III						$ -						$ -
18	ACCOUNTANT I						$ -						$ -
19	ACCOUNTANT II						$ -						$ -
20	ACCOUNTANT III						$ -						$ -
21	BUSINESS MANAGEMENT SUPPORT						$ -						$ -
22	HR ASSISTANT						$ -						$ -
23	HR OPERATIONS ASSISTANT						$ -						$ -
24	INFORMATION TECHNOLOGY SPECIALIST						$ -						$ -
25	Logistics Specialist						$ -						$ -
26	PROCUREMENT ANALYST						$ -						$ -
27	PROCUREMENT BUSINESS SYSTEMS SUPPORT I (PBSS I)						$ -						$ -
28	PROCUREMENT BUSINESS SYSTEMS SUPPORT II (PBSS II)						$ -						$ -
29	PROCUREMENT SPECIALIST						$ -						$ -
30	Program Analyst I (E)						$ -						$ -
31	Program Analyst II (E)						$ -						$ -
32	Program Manager (E)						$ -						$ -
33	Project Management and Change Management Consultant						$ -						$ -
34	RECORDS MANAGEMENT SPECIALIST						$ -						$ -
35	RESOURCE ANALYST I						$ -						$ -
36	SAP CONSULTANT						$ -						$ -
37	SENIOR INTERNAL CONTROLS ANALYST						$ -						$ -
38	SENIOR RESOURCE ANALYST						$ -						$ -
39	TRAINING ASSISTANT (ADMIN SUPPORT)						$ -						$ -
40	TRAINING COORDINATOR						$ -						$ -
41	TRAINING INSTRUCTOR						$ -						$ -
42	TRAINING INSTRUCTOR LEAD						$ -						$ -
43	TRAINING MANAGER						$ -						$ -
44	TRAINING SPECIALIST (ADMIN SUPPORT)						$ -						$ -
45	TRAINING SPECIALIST (COMPUTER SUPPORT)						$ -						$ -
46	TRAINING SPECIALIST LEAD						$ -						$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Payroll Additives Template

		Proposed Payroll Additive SUI Costs (Per FTE)						TOTAL PROPOSED PAYROLL ADDITIVE COSTS (Per FTE)					
		Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL	Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL
1	ACCOUNTING CLERK I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2	ACCOUNTING CLERK II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
3	ACCOUNTING CLERK III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4	ADMINISTRATIVE ASSISTANT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5	COMPUTER BASED TRAINING (CBT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
6	COMPUTER SYSTEMS ANALYST I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
7	COMPUTER SYSTEMS ANALYST II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
8	COMPUTER SYSTEMS ANALYST III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9	GENERAL CLERK I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10	GENERAL CLERK II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11	GENERAL CLERK III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
12	PERSONNEL ASSISTANT I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13	PERSONNEL ASSISTANT II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
14	PERSONNEL ASSISTANT III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
15	SECRETARY I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
16	SECRETARY II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
17	SECRETARY III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
18	ACCOUNTANT I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
19	ACCOUNTANT II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
20	ACCOUNTANT III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
21	BUSINESS MANAGEMENT SUPPOF	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
22	HR ASSISTANT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
23	HR OPERATIONS ASSISTANT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
24	INFORMATION TECHNOLOGY SPE(	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
25	Logistics Specialist	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
26	PROCUREMENT ANALYST	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
27	PROCUREMENT BUSINESS SYSTEI	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
28	PROCUREMENT BUSINESS SYSTEI	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
29	PROCUREMENT SPECIALIST	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
30	Program Analyst I (E)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
31	Program Analyst II (E)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
32	Program Manager (E)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
33	Project Management and Change Mar	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
34	RECORDS MANAGEMENT SPECIAL	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
35	RESOURCE ANALYST I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
36	SAP CONSULTANT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
37	SENIOR INTERNAL CONTROLS AN/	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
38	SENIOR RESOURCE ANALYST	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
39	TRAINING ASSISTANT (ADI	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
40	TRAINING COORDINATOR	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
41	TRAINING INSTRUCTOR	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
42	TRAINING INSTRUCTOR LEAD	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
43	TRAINING MANAGER	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
44	TRAINING SPECIALIST (ADM	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
45	TRAINING SPECIALIST (COM	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
46	TRAINING SPECIALIST LEAD	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

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Payroll Additives Template

		Proposed Payroll Additive FICA HI Costs (Per FTE)						Proposed Payroll Additive FUTA Costs (Per FTE)					
		Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL	Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL
1	ACCOUNTING CLERK I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2	ACCOUNTING CLERK II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
3	ACCOUNTING CLERK III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4	ADMINISTRATIVE ASSISTANT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5	COMPUTER BASED TRAINING (CBT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
6	COMPUTER SYSTEMS ANALYST I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
7	COMPUTER SYSTEMS ANALYST II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
8	COMPUTER SYSTEMS ANALYST III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9	GENERAL CLERK I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10	GENERAL CLERK II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11	GENERAL CLERK III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
12	PERSONNEL ASSISTANT I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13	PERSONNEL ASSISTANT II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
14	PERSONNEL ASSISTANT III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
15	SECRETARY I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
16	SECRETARY II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
17	SECRETARY III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
18	ACCOUNTANT I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
19	ACCOUNTANT II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
20	ACCOUNTANT III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
21	BUSINESS MANAGEMENT SUPPOF	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
22	HR ASSISTANT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
23	HR OPERATIONS ASSISTANT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
24	INFORMATION TECHNOLOGY SPE(	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
25	Logistics Specialist	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
26	PROCUREMENT ANALYST	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
27	PROCUREMENT BUSINESS SYSTEI	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
28	PROCUREMENT BUSINESS SYSTEI	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
29	PROCUREMENT SPECIALIST	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
30	Program Analyst I (E)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
31	Program Analyst II (E)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
32	Program Manager (E)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
33	Project Management and Change Mar	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
34	RECORDS MANAGEMENT SPECIAL	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
35	RESOURCE ANALYST I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
36	SAP CONSULTANT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
37	SENIOR INTERNAL CONTROLS AN/	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
38	SENIOR RESOURCE ANALYST	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
39	TRAINING ASSISTANT (ADI	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
40	TRAINING COORDINATOR	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
41	TRAINING INSTRUCTOR	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
42	TRAINING INSTRUCTOR LEAD	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
43	TRAINING MANAGER	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
44	TRAINING SPECIALIST (ADM	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
45	TRAINING SPECIALIST (COM	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
46	TRAINING SPECIALIST LEAD	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

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Payroll Additive Template

		Proposed Payroll Additive Workers Compensation (Per FTE)						Proposed Payroll Additive FICA OASDI Costs (Per FTE)					
		Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL	Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL
1	ACCOUNTING CLERK I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2	ACCOUNTING CLERK II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
3	ACCOUNTING CLERK III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4	ADMINISTRATIVE ASSISTANT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5	COMPUTER BASED TRAINING (CBT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
6	COMPUTER SYSTEMS ANALYST I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
7	COMPUTER SYSTEMS ANALYST II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
8	COMPUTER SYSTEMS ANALYST III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9	GENERAL CLERK I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10	GENERAL CLERK II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11	GENERAL CLERK III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
12	PERSONNEL ASSISTANT I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13	PERSONNEL ASSISTANT II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
14	PERSONNEL ASSISTANT III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
15	SECRETARY I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
16	SECRETARY II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
17	SECRETARY III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
18	ACCOUNTANT I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
19	ACCOUNTANT II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
20	ACCOUNTANT III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
21	BUSINESS MANAGEMENT SUPPOF	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
22	HR ASSISTANT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
23	HR OPERATIONS ASSISTANT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
24	INFORMATION TECHNOLOGY SPE(	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
25	Logistics Specialist	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
26	PROCUREMENT ANALYST	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
27	PROCUREMENT BUSINESS SYSTEI	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
28	PROCUREMENT BUSINESS SYSTEI	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
29	PROCUREMENT SPECIALIST	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
30	Program Analyst I (E)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
31	Program Analyst II (E)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
32	Program Manager (E)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
33	Project Management and Change Mar	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
34	RECORDS MANAGEMENT SPECIAL	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
35	RESOURCE ANALYST I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
36	SAP CONSULTANT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
37	SENIOR INTERNAL CONTROLS AN/	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
38	SENIOR RESOURCE ANALYST	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
39	TRAINING ASSISTANT (ADM	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
40	TRAINING COORDINATOR	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
41	TRAINING INSTRUCTOR	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
42	TRAINING INSTRUCTOR LEAD	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
43	TRAINING MANAGER	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
44	TRAINING SPECIALIST (ADM	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
45	TRAINING SPECIALIST (COM	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
46	TRAINING SPECIALIST LEAD	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

This spreadsheet automatically calculates the taxes, based on the information entered into worksheet tab "Tax Rates". However, Workers Compensation needs to be manually entered.

Payroll Additives Template

		Proposed Payroll Additive SUI Costs (Overall)						TOTAL PROPOSED PAYROLL ADDITIVE COSTS (Overall)					
		Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL	Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL
1	ACCOUNTING CLERK I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2	ACCOUNTING CLERK II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
3	ACCOUNTING CLERK III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4	ADMINISTRATIVE ASSISTANT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5	COMPUTER BASED TRAINING (CBT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
6	COMPUTER SYSTEMS ANALYST I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
7	COMPUTER SYSTEMS ANALYST II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
8	COMPUTER SYSTEMS ANALYST III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9	GENERAL CLERK I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10	GENERAL CLERK II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11	GENERAL CLERK III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
12	PERSONNEL ASSISTANT I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13	PERSONNEL ASSISTANT II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
14	PERSONNEL ASSISTANT III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
15	SECRETARY I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
16	SECRETARY II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
17	SECRETARY III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
18	ACCOUNTANT I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
19	ACCOUNTANT II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
20	ACCOUNTANT III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
21	BUSINESS MANAGEMENT SUPPOR	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
22	HR ASSISTANT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
23	HR OPERATIONS ASSISTANT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
24	INFORMATION TECHNOLOGY SPEC	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
25	Logistics Specialist	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
26	PROCUREMENT ANALYST	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
27	PROCUREMENT BUSINESS SYSTEI	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
28	PROCUREMENT BUSINESS SYSTEI	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
29	PROCUREMENT SPECIALIST	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
30	Program Analyst I (E)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
31	Program Analyst II (E)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
32	Program Manager (E)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
33	Project Management and Change Mar	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
34	RECORDS MANAGEMENT SPECIAL	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
35	RESOURCE ANALYST I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
36	SAP CONSULTANT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
37	SENIOR INTERNAL CONTROLS AN/	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
38	SENIOR RESOURCE ANALYST	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
39	TRAINING ASSISTANT (ADM	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
40	TRAINING COORDINATOR	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
41	TRAINING INSTRUCTOR	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
42	TRAINING INSTRUCTOR LEAD	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
43	TRAINING MANAGER	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
44	TRAINING SPECIALIST (ADM	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
45	TRAINING SPECIALIST (COM	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
46	TRAINING SPECIALIST LEAD	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

This spreadsheet automatically calculates th

Payroll Additives Template

		Proposed Payroll Additive FICA HI Costs (Overall)						Proposed Payroll Additive FUTA Costs (Overall)					
		Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL	Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL
1	ACCOUNTING CLERK I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2	ACCOUNTING CLERK II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
3	ACCOUNTING CLERK III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4	ADMINISTRATIVE ASSISTANT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5	COMPUTER BASED TRAINING (CBT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
6	COMPUTER SYSTEMS ANALYST I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
7	COMPUTER SYSTEMS ANALYST II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
8	COMPUTER SYSTEMS ANALYST III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9	GENERAL CLERK I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10	GENERAL CLERK II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11	GENERAL CLERK III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
12	PERSONNEL ASSISTANT I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13	PERSONNEL ASSISTANT II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
14	PERSONNEL ASSISTANT III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
15	SECRETARY I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
16	SECRETARY II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
17	SECRETARY III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
18	ACCOUNTANT I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
19	ACCOUNTANT II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
20	ACCOUNTANT III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
21	BUSINESS MANAGEMENT SUPPOR	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
22	HR ASSISTANT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
23	HR OPERATIONS ASSISTANT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
24	INFORMATION TECHNOLOGY SPEC	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
25	Logistics Specialist	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
26	PROCUREMENT ANALYST	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
27	PROCUREMENT BUSINESS SYSTEI	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
28	PROCUREMENT BUSINESS SYSTEI	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
29	PROCUREMENT SPECIALIST	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
30	Program Analyst I (E)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
31	Program Analyst II (E)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
32	Program Manager (E)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
33	Project Management and Change Mar	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
34	RECORDS MANAGEMENT SPECIAL	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
35	RESOURCE ANALYST I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
36	SAP CONSULTANT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
37	SENIOR INTERNAL CONTROLS AN/	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
38	SENIOR RESOURCE ANALYST	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
39	TRAINING ASSISTANT (ADM	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
40	TRAINING COORDINATOR	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
41	TRAINING INSTRUCTOR	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
42	TRAINING INSTRUCTOR LEAD	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
43	TRAINING MANAGER	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
44	TRAINING SPECIALIST (ADM	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
45	TRAINING SPECIALIST (COM	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
46	TRAINING SPECIALIST LEAD	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

This spreadsheet automatically calculates th

Payroll Additives Template

		Proposed Payroll Additive Workers Compensation (Overall)						Proposed Payroll Additive FICA OASDI Costs (Overall)					
		Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL	Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL
1	ACCOUNTING CLERK I						$ -	$ -	$ -	$ -	$ -	$ -	$ -
2	ACCOUNTING CLERK II						$ -	$ -	$ -	$ -	$ -	$ -	$ -
3	ACCOUNTING CLERK III						$ -	$ -	$ -	$ -	$ -	$ -	$ -
4	ADMINISTRATIVE ASSISTANT						$ -	$ -	$ -	$ -	$ -	$ -	$ -
5	COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR						$ -	$ -	$ -	$ -	$ -	$ -	$ -
6	COMPUTER SYSTEMS ANALYST I						$ -	$ -	$ -	$ -	$ -	$ -	$ -
7	COMPUTER SYSTEMS ANALYST II						$ -	$ -	$ -	$ -	$ -	$ -	$ -
8	COMPUTER SYSTEMS ANALYST III						$ -	$ -	$ -	$ -	$ -	$ -	$ -
9	GENERAL CLERK I						$ -	$ -	$ -	$ -	$ -	$ -	$ -
10	GENERAL CLERK II						$ -	$ -	$ -	$ -	$ -	$ -	$ -
11	GENERAL CLERK III						$ -	$ -	$ -	$ -	$ -	$ -	$ -
12	PERSONNEL ASSISTANT I						$ -	$ -	$ -	$ -	$ -	$ -	$ -
13	PERSONNEL ASSISTANT II						$ -	$ -	$ -	$ -	$ -	$ -	$ -
14	PERSONNEL ASSISTANT III						$ -	$ -	$ -	$ -	$ -	$ -	$ -
15	SECRETARY I						$ -	$ -	$ -	$ -	$ -	$ -	$ -
16	SECRETARY II						$ -	$ -	$ -	$ -	$ -	$ -	$ -
17	SECRETARY III						$ -	$ -	$ -	$ -	$ -	$ -	$ -
18	ACCOUNTANT I						$ -	$ -	$ -	$ -	$ -	$ -	$ -
19	ACCOUNTANT II						$ -	$ -	$ -	$ -	$ -	$ -	$ -
20	ACCOUNTANT III						$ -	$ -	$ -	$ -	$ -	$ -	$ -
21	BUSINESS MANAGEMENT SUPPORT						$ -	$ -	$ -	$ -	$ -	$ -	$ -
22	HR ASSISTANT						$ -	$ -	$ -	$ -	$ -	$ -	$ -
23	HR OPERATIONS ASSISTANT						$ -	$ -	$ -	$ -	$ -	$ -	$ -
24	INFORMATION TECHNOLOGY SPECIALIST						$ -	$ -	$ -	$ -	$ -	$ -	$ -
25	Logistics Specialist						$ -	$ -	$ -	$ -	$ -	$ -	$ -
26	PROCUREMENT ANALYST						$ -	$ -	$ -	$ -	$ -	$ -	$ -
27	PROCUREMENT BUSINESS SYSTEMS SUPPORT I (PBSS I)						$ -	$ -	$ -	$ -	$ -	$ -	$ -
28	PROCUREMENT BUSINESS SYSTEMS SUPPORT II (PBSS II)						$ -	$ -	$ -	$ -	$ -	$ -	$ -
29	PROCUREMENT SPECIALIST						$ -	$ -	$ -	$ -	$ -	$ -	$ -
30	Program Analyst I (E)						$ -	$ -	$ -	$ -	$ -	$ -	$ -
31	Program Analyst II (E)						$ -	$ -	$ -	$ -	$ -	$ -	$ -
32	Program Manager (E)						$ -	$ -	$ -	$ -	$ -	$ -	$ -
33	Project Management and Change Management Consultant						$ -	$ -	$ -	$ -	$ -	$ -	$ -
34	RECORDS MANAGEMENT SPECIALIST						$ -	$ -	$ -	$ -	$ -	$ -	$ -
35	RESOURCE ANALYST I						$ -	$ -	$ -	$ -	$ -	$ -	$ -
36	SAP CONSULTANT						$ -	$ -	$ -	$ -	$ -	$ -	$ -
37	SENIOR INTERNAL CONTROLS ANALYST						$ -	$ -	$ -	$ -	$ -	$ -	$ -
38	SENIOR RESOURCE ANALYST						$ -	$ -	$ -	$ -	$ -	$ -	$ -
39	TRAINING ASSISTANT (ADMIN SUPPORT)						$ -	$ -	$ -	$ -	$ -	$ -	$ -
40	TRAINING COORDINATOR						$ -	$ -	$ -	$ -	$ -	$ -	$ -
41	TRAINING INSTRUCTOR						$ -	$ -	$ -	$ -	$ -	$ -	$ -
42	TRAINING INSTRUCTOR LEAD						$ -	$ -	$ -	$ -	$ -	$ -	$ -
43	TRAINING MANAGER						$ -	$ -	$ -	$ -	$ -	$ -	$ -
44	TRAINING SPECIALIST (ADMIN SUPPORT)						$ -	$ -	$ -	$ -	$ -	$ -	$ -
45	TRAINING SPECIALIST (COMPUTER SUPPORT)						$ -	$ -	$ -	$ -	$ -	$ -	$ -
46	TRAINING SPECIALIST LEAD						$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

This spreadsheet automatically calculates the taxes, based on the information entered into worksheet tab "Tax Rates". However, Workers Compensation needs to be manually entered.

Payroll Taxable Base

		Taxable Bonuses (Per FTE)						Total Taxable Base (Per FTE)					
		Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL	Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL
1	ACCOUNTING CLERK I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2	ACCOUNTING CLERK II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
3	ACCOUNTING CLERK III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4	ADMINISTRATIVE ASSISTANT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5	COMPUTER BASED TRAINING (CBT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
6	COMPUTER SYSTEMS ANALYST I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
7	COMPUTER SYSTEMS ANALYST II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
8	COMPUTER SYSTEMS ANALYST III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9	GENERAL CLERK I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10	GENERAL CLERK II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11	GENERAL CLERK III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
12	PERSONNEL ASSISTANT I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13	PERSONNEL ASSISTANT II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
14	PERSONNEL ASSISTANT III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
15	SECRETARY I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
16	SECRETARY II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
17	SECRETARY III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
18	ACCOUNTANT I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
19	ACCOUNTANT II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
20	ACCOUNTANT III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
21	BUSINESS MANAGEMENT SUPPOR	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
22	HR ASSISTANT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
23	HR OPERATIONS ASSISTANT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
24	INFORMATION TECHNOLOGY SPEC	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
25	Logistics Specialist	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
26	PROCUREMENT ANALYST	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
27	PROCUREMENT BUSINESS SYSTE	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
28	PROCUREMENT BUSINESS SYSTE	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
29	PROCUREMENT SPECIALIST	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
30	Program Analyst I (E)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
31	Program Analyst II (E)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
32	Program Manager (E)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
33	Project Management and Change Man	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
34	RECORDS MANAGEMENT SPECIAL	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
35	RESOURCE ANALYST I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
36	SAP CONSULTANT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
37	SENIOR INTERNAL CONTROLS AN	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
38	SENIOR RESOURCE ANALYST	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
39	TRAINING ASSISTANT (ADM	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
40	TRAINING COORDINATOR	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
41	TRAINING INSTRUCTOR	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
42	TRAINING INSTRUCTOR LEAD	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
43	TRAINING MANAGER	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
44	TRAINING SPECIALIST (ADM	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
45	TRAINING SPECIALIST (COM	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
46	TRAINING SPECIALIST LEAD	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

This worksheet automatically calculates the ta

Taxable Base

		Taxable Non Productive Labor Costs (Per FTE)					
		Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL
1	ACCOUNTING CLERK I	$ -	$ -	$ -	$ -	$ -	$ -
2	ACCOUNTING CLERK II	$ -	$ -	$ -	$ -	$ -	$ -
3	ACCOUNTING CLERK III	$ -	$ -	$ -	$ -	$ -	$ -
4	ADMINISTRATIVE ASSISTANT	$ -	$ -	$ -	$ -	$ -	$ -
5	COMPUTER BASED TRAINING (CBT	$ -	$ -	$ -	$ -	$ -	$ -
6	COMPUTER SYSTEMS ANALYST I	$ -	$ -	$ -	$ -	$ -	$ -
7	COMPUTER SYSTEMS ANALYST II	$ -	$ -	$ -	$ -	$ -	$ -
8	COMPUTER SYSTEMS ANALYST III	$ -	$ -	$ -	$ -	$ -	$ -
9	GENERAL CLERK I	$ -	$ -	$ -	$ -	$ -	$ -
10	GENERAL CLERK II	$ -	$ -	$ -	$ -	$ -	$ -
11	GENERAL CLERK III	$ -	$ -	$ -	$ -	$ -	$ -
12	PERSONNEL ASSISTANT I	$ -	$ -	$ -	$ -	$ -	$ -
13	PERSONNEL ASSISTANT II	$ -	$ -	$ -	$ -	$ -	$ -
14	PERSONNEL ASSISTANT III	$ -	$ -	$ -	$ -	$ -	$ -
15	SECRETARY I	$ -	$ -	$ -	$ -	$ -	$ -
16	SECRETARY II	$ -	$ -	$ -	$ -	$ -	$ -
17	SECRETARY III	$ -	$ -	$ -	$ -	$ -	$ -
18	ACCOUNTANT I	$ -	$ -	$ -	$ -	$ -	$ -
19	ACCOUNTANT II	$ -	$ -	$ -	$ -	$ -	$ -
20	ACCOUNTANT III	$ -	$ -	$ -	$ -	$ -	$ -
21	BUSINESS MANAGEMENT SUPPOR	$ -	$ -	$ -	$ -	$ -	$ -
22	HR ASSISTANT	$ -	$ -	$ -	$ -	$ -	$ -
23	HR OPERATIONS ASSISTANT	$ -	$ -	$ -	$ -	$ -	$ -
24	INFORMATION TECHNOLOGY SPEC	$ -	$ -	$ -	$ -	$ -	$ -
25	Logistics Specialist	$ -	$ -	$ -	$ -	$ -	$ -
26	PROCUREMENT ANALYST	$ -	$ -	$ -	$ -	$ -	$ -
27	PROCUREMENT BUSINESS SYSTE	$ -	$ -	$ -	$ -	$ -	$ -
28	PROCUREMENT BUSINESS SYSTE	$ -	$ -	$ -	$ -	$ -	$ -
29	PROCUREMENT SPECIALIST	$ -	$ -	$ -	$ -	$ -	$ -
30	Program Analyst I (E)	$ -	$ -	$ -	$ -	$ -	$ -
31	Program Analyst II (E)	$ -	$ -	$ -	$ -	$ -	$ -
32	Program Manager (E)	$ -	$ -	$ -	$ -	$ -	$ -
33	Project Management and Change Man	$ -	$ -	$ -	$ -	$ -	$ -
34	RECORDS MANAGEMENT SPECIAL	$ -	$ -	$ -	$ -	$ -	$ -
35	RESOURCE ANALYST I	$ -	$ -	$ -	$ -	$ -	$ -
36	SAP CONSULTANT	$ -	$ -	$ -	$ -	$ -	$ -
37	SENIOR INTERNAL CONTROLS AN	$ -	$ -	$ -	$ -	$ -	$ -
38	SENIOR RESOURCE ANALYST	$ -	$ -	$ -	$ -	$ -	$ -
39	TRAINING ASSISTANT (ADM	$ -	$ -	$ -	$ -	$ -	$ -
40	TRAINING COORDINATOR	$ -	$ -	$ -	$ -	$ -	$ -
41	TRAINING INSTRUCTOR	$ -	$ -	$ -	$ -	$ -	$ -
42	TRAINING INSTRUCTOR LEAD	$ -	$ -	$ -	$ -	$ -	$ -
43	TRAINING MANAGER	$ -	$ -	$ -	$ -	$ -	$ -
44	TRAINING SPECIALIST (ADM	$ -	$ -	$ -	$ -	$ -	$ -
45	TRAINING SPECIALIST (COM	$ -	$ -	$ -	$ -	$ -	$ -
46	TRAINING SPECIALIST LEAD	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -

This worksheet automatically calculates the ta

Payroll Taxable Base

		Taxable Straight Time Labor Costs (Per FTE)						Taxable Overtime Labor Costs (Per FTE)					
		Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL	Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL
1	ACCOUNTING CLERK I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2	ACCOUNTING CLERK II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
3	ACCOUNTING CLERK III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4	ADMINISTRATIVE ASSISTANT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5	COMPUTER BASED TRAINING (CBT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
6	COMPUTER SYSTEMS ANALYST I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
7	COMPUTER SYSTEMS ANALYST II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
8	COMPUTER SYSTEMS ANALYST III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9	GENERAL CLERK I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10	GENERAL CLERK II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11	GENERAL CLERK III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
12	PERSONNEL ASSISTANT I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13	PERSONNEL ASSISTANT II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
14	PERSONNEL ASSISTANT III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
15	SECRETARY I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
16	SECRETARY II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
17	SECRETARY III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
18	ACCOUNTANT I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
19	ACCOUNTANT II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
20	ACCOUNTANT III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
21	BUSINESS MANAGEMENT SUPPOR	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
22	HR ASSISTANT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
23	HR OPERATIONS ASSISTANT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
24	INFORMATION TECHNOLOGY SPEC	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
25	Logistics Specialist	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
26	PROCUREMENT ANALYST	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
27	PROCUREMENT BUSINESS SYSTEI	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
28	PROCUREMENT BUSINESS SYSTEI	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
29	PROCUREMENT SPECIALIST	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
30	Program Analyst I (E)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
31	Program Analyst II (E)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
32	Program Manager (E)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
33	Project Management and Change Man	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
34	RECORDS MANAGEMENT SPECIAL	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
35	RESOURCE ANALYST I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
36	SAP CONSULTANT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
37	SENIOR INTERNAL CONTROLS AN/	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
38	SENIOR RESOURCE ANALYST	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
39	TRAINING ASSISTANT (ADM	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
40	TRAINING COORDINATOR	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
41	TRAINING INSTRUCTOR	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
42	TRAINING INSTRUCTOR LEAD	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
43	TRAINING MANAGER	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
44	TRAINING SPECIALIST (ADM	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
45	TRAINING SPECIALIST (COM	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
46	TRAINING SPECIALIST LEAD	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

This worksheet automatically calculates the taxable base. No input is necessary.

ayroll Taxable Base

		Taxable Bonuses (Overall)						Total Taxable Base (Overall)					
		Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL	Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL
1	ACCOUNTING CLERK I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2	ACCOUNTING CLERK II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
3	ACCOUNTING CLERK III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4	ADMINISTRATIVE ASSISTANT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5	COMPUTER BASED TRAINING (CBT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
6	COMPUTER SYSTEMS ANALYST I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
7	COMPUTER SYSTEMS ANALYST II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
8	COMPUTER SYSTEMS ANALYST III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9	GENERAL CLERK I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10	GENERAL CLERK II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11	GENERAL CLERK III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
12	PERSONNEL ASSISTANT I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13	PERSONNEL ASSISTANT II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
14	PERSONNEL ASSISTANT III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
15	SECRETARY I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
16	SECRETARY II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
17	SECRETARY III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
18	ACCOUNTANT I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
19	ACCOUNTANT II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
20	ACCOUNTANT III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
21	BUSINESS MANAGEMENT SUPPOR	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
22	HR ASSISTANT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
23	HR OPERATIONS ASSISTANT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
24	INFORMATION TECHNOLOGY SPEC	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
25	Logistics Specialist	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
26	PROCUREMENT ANALYST	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
27	PROCUREMENT BUSINESS SYSTEI	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
28	PROCUREMENT BUSINESS SYSTEI	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
29	PROCUREMENT SPECIALIST	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
30	Program Analyst I (E)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
31	Program Analyst II (E)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
32	Program Manager (E)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
33	Project Management and Change Man	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
34	RECORDS MANAGEMENT SPECIAL	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
35	RESOURCE ANALYST I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
36	SAP CONSULTANT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
37	SENIOR INTERNAL CONTROLS AN/	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
38	SENIOR RESOURCE ANALYST	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
39	TRAINING ASSISTANT (ADM	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
40	TRAINING COORDINATOR	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
41	TRAINING INSTRUCTOR	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
42	TRAINING INSTRUCTOR LEAD	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
43	TRAINING MANAGER	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
44	TRAINING SPECIALIST (ADM	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
45	TRAINING SPECIALIST (COM	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
46	TRAINING SPECIALIST LEAD	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

his worksheet automatically calculates the ta

Payroll Taxable Base

		Taxable Non Productive Labor Costs (Overall)					
		Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL
1	ACCOUNTING CLERK I	$ -	$ -	$ -	$ -	$ -	$ -
2	ACCOUNTING CLERK II	$ -	$ -	$ -	$ -	$ -	$ -
3	ACCOUNTING CLERK III	$ -	$ -	$ -	$ -	$ -	$ -
4	ADMINISTRATIVE ASSISTANT	$ -	$ -	$ -	$ -	$ -	$ -
5	COMPUTER BASED TRAINING (CBT	$ -	$ -	$ -	$ -	$ -	$ -
6	COMPUTER SYSTEMS ANALYST I	$ -	$ -	$ -	$ -	$ -	$ -
7	COMPUTER SYSTEMS ANALYST II	$ -	$ -	$ -	$ -	$ -	$ -
8	COMPUTER SYSTEMS ANALYST III	$ -	$ -	$ -	$ -	$ -	$ -
9	GENERAL CLERK I	$ -	$ -	$ -	$ -	$ -	$ -
10	GENERAL CLERK II	$ -	$ -	$ -	$ -	$ -	$ -
11	GENERAL CLERK III	$ -	$ -	$ -	$ -	$ -	$ -
12	PERSONNEL ASSISTANT I	$ -	$ -	$ -	$ -	$ -	$ -
13	PERSONNEL ASSISTANT II	$ -	$ -	$ -	$ -	$ -	$ -
14	PERSONNEL ASSISTANT III	$ -	$ -	$ -	$ -	$ -	$ -
15	SECRETARY I	$ -	$ -	$ -	$ -	$ -	$ -
16	SECRETARY II	$ -	$ -	$ -	$ -	$ -	$ -
17	SECRETARY III	$ -	$ -	$ -	$ -	$ -	$ -
18	ACCOUNTANT I	$ -	$ -	$ -	$ -	$ -	$ -
19	ACCOUNTANT II	$ -	$ -	$ -	$ -	$ -	$ -
20	ACCOUNTANT III	$ -	$ -	$ -	$ -	$ -	$ -
21	BUSINESS MANAGEMENT SUPPOR	$ -	$ -	$ -	$ -	$ -	$ -
22	HR ASSISTANT	$ -	$ -	$ -	$ -	$ -	$ -
23	HR OPERATIONS ASSISTANT	$ -	$ -	$ -	$ -	$ -	$ -
24	INFORMATION TECHNOLOGY SPEC	$ -	$ -	$ -	$ -	$ -	$ -
25	Logistics Specialist	$ -	$ -	$ -	$ -	$ -	$ -
26	PROCUREMENT ANALYST	$ -	$ -	$ -	$ -	$ -	$ -
27	PROCUREMENT BUSINESS SYSTE	$ -	$ -	$ -	$ -	$ -	$ -
28	PROCUREMENT BUSINESS SYSTE	$ -	$ -	$ -	$ -	$ -	$ -
29	PROCUREMENT SPECIALIST	$ -	$ -	$ -	$ -	$ -	$ -
30	Program Analyst I (E)	$ -	$ -	$ -	$ -	$ -	$ -
31	Program Analyst II (E)	$ -	$ -	$ -	$ -	$ -	$ -
32	Program Manager (E)	$ -	$ -	$ -	$ -	$ -	$ -
33	Project Management and Change Man	$ -	$ -	$ -	$ -	$ -	$ -
34	RECORDS MANAGEMENT SPECIAL	$ -	$ -	$ -	$ -	$ -	$ -
35	RESOURCE ANALYST I	$ -	$ -	$ -	$ -	$ -	$ -
36	SAP CONSULTANT	$ -	$ -	$ -	$ -	$ -	$ -
37	SENIOR INTERNAL CONTROLS AN	$ -	$ -	$ -	$ -	$ -	$ -
38	SENIOR RESOURCE ANALYST	$ -	$ -	$ -	$ -	$ -	$ -
39	TRAINING ASSISTANT (ADM	$ -	$ -	$ -	$ -	$ -	$ -
40	TRAINING COORDINATOR	$ -	$ -	$ -	$ -	$ -	$ -
41	TRAINING INSTRUCTOR	$ -	$ -	$ -	$ -	$ -	$ -
42	TRAINING INSTRUCTOR LEAD	$ -	$ -	$ -	$ -	$ -	$ -
43	TRAINING MANAGER	$ -	$ -	$ -	$ -	$ -	$ -
44	TRAINING SPECIALIST (ADM	$ -	$ -	$ -	$ -	$ -	$ -
45	TRAINING SPECIALIST (COM	$ -	$ -	$ -	$ -	$ -	$ -
46	TRAINING SPECIALIST LEAD	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -

his worksheet automatically calculates the ta

Payroll Taxable Base

		Taxable Straight Time Labor Costs (Overall)						Taxable Overtime Labor Costs (Overall)					
		Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL	Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL
1	ACCOUNTING CLERK I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2	ACCOUNTING CLERK II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
3	ACCOUNTING CLERK III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4	ADMINISTRATIVE ASSISTANT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5	COMPUTER BASED TRAINING (CBT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
6	COMPUTER SYSTEMS ANALYST I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
7	COMPUTER SYSTEMS ANALYST II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
8	COMPUTER SYSTEMS ANALYST III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9	GENERAL CLERK I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10	GENERAL CLERK II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11	GENERAL CLERK III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
12	PERSONNEL ASSISTANT I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13	PERSONNEL ASSISTANT II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
14	PERSONNEL ASSISTANT III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
15	SECRETARY I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
16	SECRETARY II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
17	SECRETARY III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
18	ACCOUNTANT I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
19	ACCOUNTANT II	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
20	ACCOUNTANT III	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
21	BUSINESS MANAGEMENT SUPPOR	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
22	HR ASSISTANT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
23	HR OPERATIONS ASSISTANT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
24	INFORMATION TECHNOLOGY SPEC	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
25	Logistics Specialist	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
26	PROCUREMENT ANALYST	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
27	PROCUREMENT BUSINESS SYSTEI	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
28	PROCUREMENT BUSINESS SYSTEI	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
29	PROCUREMENT SPECIALIST	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
30	Program Analyst I (E)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
31	Program Analyst II (E)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
32	Program Manager (E)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
33	Project Management and Change Man	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
34	RECORDS MANAGEMENT SPECIAL	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
35	RESOURCE ANALYST I	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
36	SAP CONSULTANT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
37	SENIOR INTERNAL CONTROLS AN/	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
38	SENIOR RESOURCE ANALYST	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
39	TRAINING ASSISTANT (ADM	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
40	TRAINING COORDINATOR	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
41	TRAINING INSTRUCTOR	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
42	TRAINING INSTRUCTOR LEAD	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
43	TRAINING MANAGER	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$
44	TRAINING SPECIALIST (ADM	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
45	TRAINING SPECIALIST (COM	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
46	TRAINING SPECIALIST LEAD	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

This worksheet automatically calculates the taxable base. No input is necessary.

Non Productive Labor Template

		Total Proposed Non Productive Hours (Per FTE)						Total Proposed Non Productive Costs (Per FTE)					
		Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL	Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL
1	ACCOUNTING CLERK I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
2	ACCOUNTING CLERK II	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
3	ACCOUNTING CLERK III	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
4	ADMINISTRATIVE ASSISTANT	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
5	COMPUTER BASED TRAINING (CBT	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
6	COMPUTER SYSTEMS ANALYST I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
7	COMPUTER SYSTEMS ANALYST II	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
8	COMPUTER SYSTEMS ANALYST III	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
9	GENERAL CLERK I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
10	GENERAL CLERK II	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
11	GENERAL CLERK III	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
12	PERSONNEL ASSISTANT I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
13	PERSONNEL ASSISTANT II	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
14	PERSONNEL ASSISTANT III	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
15	SECRETARY I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
16	SECRETARY II	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
17	SECRETARY III	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
18	ACCOUNTANT I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
19	ACCOUNTANT II	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
20	ACCOUNTANT III	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
21	BUSINESS MANAGEMENT SUPPOR	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
22	HR ASSISTANT	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
23	HR OPERATIONS ASSISTANT	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
24	INFORMATION TECHNOLOGY SPEC	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
25	Logistics Specialist	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
26	PROCUREMENT ANALYST	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
27	PROCUREMENT BUSINESS SYSTEI	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
28	PROCUREMENT BUSINESS SYSTEI	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
29	PROCUREMENT SPECIALIST	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
30	Program Analyst I (E)	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
31	Program Analyst II (E)	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
32	Program Manager (E)	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
33	Project Management and Change Man	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
34	RECORDS MANAGEMENT SPECIAL	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
35	RESOURCE ANALYST I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
36	SAP CONSULTANT	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
37	SENIOR INTERNAL CONTROLS AN/	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
38	SENIOR RESOURCE ANALYST	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
39	TRAINING ASSISTANT (ADM	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
40	TRAINING COORDINATOR	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
41	TRAINING INSTRUCTOR	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
42	TRAINING INSTRUCTOR LEAD	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
43	TRAINING MANAGER	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
44	TRAINING SPECIALIST (ADM	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
45	TRAINING SPECIALIST (COM	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
46	TRAINING SPECIALIST LEAD	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
		-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -

The information on this spreadsheet is used ir

Non Productive Labor Template

		Proposed Non Productive PAID TIME OFF Hours (Per FTE)						Proposed Non Productive PAID TIME OFF Costs (Per FTE)					
		Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL	Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL
1	ACCOUNTING CLERK I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
2	ACCOUNTING CLERK II	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
3	ACCOUNTING CLERK III	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
4	ADMINISTRATIVE ASSISTANT	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
5	COMPUTER BASED TRAINING (CBT	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
6	COMPUTER SYSTEMS ANALYST I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
7	COMPUTER SYSTEMS ANALYST II	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
8	COMPUTER SYSTEMS ANALYST III	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
9	GENERAL CLERK I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
10	GENERAL CLERK II	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
11	GENERAL CLERK III	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
12	PERSONNEL ASSISTANT I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
13	PERSONNEL ASSISTANT II	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
14	PERSONNEL ASSISTANT III	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
15	SECRETARY I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
16	SECRETARY II	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
17	SECRETARY III	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
18	ACCOUNTANT I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
19	ACCOUNTANT II	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
20	ACCOUNTANT III	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
21	BUSINESS MANAGEMENT SUPPOR	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
22	HR ASSISTANT	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
23	HR OPERATIONS ASSISTANT	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
24	INFORMATION TECHNOLOGY SPEC	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
25	Logistics Specialist	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
26	PROCUREMENT ANALYST	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
27	PROCUREMENT BUSINESS SYSTEI	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
28	PROCUREMENT BUSINESS SYSTEI	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
29	PROCUREMENT SPECIALIST	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
30	Program Analyst I (E)	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
31	Program Analyst II (E)	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
32	Program Manager (E)	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
33	Project Management and Change Man	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
34	RECORDS MANAGEMENT SPECIAL	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
35	RESOURCE ANALYST I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
36	SAP CONSULTANT	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
37	SENIOR INTERNAL CONTROLS AN/	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
38	SENIOR RESOURCE ANALYST	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
39	TRAINING ASSISTANT (ADM	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
40	TRAINING COORDINATOR	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
41	TRAINING INSTRUCTOR	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
42	TRAINING INSTRUCTOR LEAD	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
43	TRAINING MANAGER	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
44	TRAINING SPECIALIST (ADM	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
45	TRAINING SPECIALIST (COM	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
46	TRAINING SPECIALIST LEAD	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
		-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -

The information on this spreadsheet is used ir

Non Productive Labor Template

		Proposed Non Productive SICK LEAVE Hours (Per FTE)						Proposed Non Productive SICK LEAVE Costs (Per FTE)					
		Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL	Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL
1	ACCOUNTING CLERK I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
2	ACCOUNTING CLERK II	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
3	ACCOUNTING CLERK III	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
4	ADMINISTRATIVE ASSISTANT	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
5	COMPUTER BASED TRAINING (CBT	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
6	COMPUTER SYSTEMS ANALYST I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
7	COMPUTER SYSTEMS ANALYST II	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
8	COMPUTER SYSTEMS ANALYST III	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
9	GENERAL CLERK I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
10	GENERAL CLERK II	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
11	GENERAL CLERK III	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
12	PERSONNEL ASSISTANT I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
13	PERSONNEL ASSISTANT II	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
14	PERSONNEL ASSISTANT III	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
15	SECRETARY I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
16	SECRETARY II	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
17	SECRETARY III	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
18	ACCOUNTANT I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
19	ACCOUNTANT II	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
20	ACCOUNTANT III	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
21	BUSINESS MANAGEMENT SUPPOR	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
22	HR ASSISTANT	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
23	HR OPERATIONS ASSISTANT	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
24	INFORMATION TECHNOLOGY SPEC	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
25	Logistics Specialist	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
26	PROCUREMENT ANALYST	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
27	PROCUREMENT BUSINESS SYSTEI	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
28	PROCUREMENT BUSINESS SYSTEI	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
29	PROCUREMENT SPECIALIST	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
30	Program Analyst I (E)	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
31	Program Analyst II (E)	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
32	Program Manager (E)	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
33	Project Management and Change Man	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
34	RECORDS MANAGEMENT SPECIAL	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
35	RESOURCE ANALYST I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
36	SAP CONSULTANT	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
37	SENIOR INTERNAL CONTROLS AN/	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
38	SENIOR RESOURCE ANALYST	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
39	TRAINING ASSISTANT (ADM	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
40	TRAINING COORDINATOR	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
41	TRAINING INSTRUCTOR	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
42	TRAINING INSTRUCTOR LEAD	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
43	TRAINING MANAGER	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
44	TRAINING SPECIALIST (ADM	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
45	TRAINING SPECIALIST (COM	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
46	TRAINING SPECIALIST LEAD	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
		-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -

The information on this spreadsheet is used in

Non Productive Labor Template

		Proposed Non Productive HOLIDAY Hours (Per FTE)						Proposed Non Productive HOLIDAY Costs (Per FTE)					
		Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL	Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL
1	ACCOUNTING CLERK I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
2	ACCOUNTING CLERK II	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
3	ACCOUNTING CLERK III	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
4	ADMINISTRATIVE ASSISTANT	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
5	COMPUTER BASED TRAINING (CBT	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
6	COMPUTER SYSTEMS ANALYST I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
7	COMPUTER SYSTEMS ANALYST II	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
8	COMPUTER SYSTEMS ANALYST III	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
9	GENERAL CLERK I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
10	GENERAL CLERK II	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
11	GENERAL CLERK III	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
12	PERSONNEL ASSISTANT I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
13	PERSONNEL ASSISTANT II	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
14	PERSONNEL ASSISTANT III	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
15	SECRETARY I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
16	SECRETARY II	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
17	SECRETARY III	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
18	ACCOUNTANT I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
19	ACCOUNTANT II	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
20	ACCOUNTANT III	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
21	BUSINESS MANAGEMENT SUPPOR	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
22	HR ASSISTANT	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
23	HR OPERATIONS ASSISTANT	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
24	INFORMATION TECHNOLOGY SPEC	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
25	Logistics Specialist	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
26	PROCUREMENT ANALYST	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
27	PROCUREMENT BUSINESS SYSTEI	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
28	PROCUREMENT BUSINESS SYSTEI	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
29	PROCUREMENT SPECIALIST	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
30	Program Analyst I (E)	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
31	Program Analyst II (E)	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
32	Program Manager (E)	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
33	Project Management and Change Man	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
34	RECORDS MANAGEMENT SPECIAL	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
35	RESOURCE ANALYST I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
36	SAP CONSULTANT	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
37	SENIOR INTERNAL CONTROLS AN/	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
38	SENIOR RESOURCE ANALYST	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
39	TRAINING ASSISTANT (ADM	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
40	TRAINING COORDINATOR	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
41	TRAINING INSTRUCTOR	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
42	TRAINING INSTRUCTOR LEAD	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
43	TRAINING MANAGER	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
44	TRAINING SPECIALIST (ADM	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
45	TRAINING SPECIALIST (COM	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
46	TRAINING SPECIALIST LEAD	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
		-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -

The information on this spreadsheet is used ir

Non Productive Labor Template

		Proposed Non Productive ANNUAL LEAVE Hours (Per FTE)						Proposed Non Productive ANNUAL LEAVE Costs (Per FTE)					
		Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL	Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL
1	ACCOUNTING CLERK I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
2	ACCOUNTING CLERK II	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
3	ACCOUNTING CLERK III	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
4	ADMINISTRATIVE ASSISTANT	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
5	COMPUTER BASED TRAINING (CBT	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
6	COMPUTER SYSTEMS ANALYST I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
7	COMPUTER SYSTEMS ANALYST II	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
8	COMPUTER SYSTEMS ANALYST III	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
9	GENERAL CLERK I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
10	GENERAL CLERK II	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
11	GENERAL CLERK III	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
12	PERSONNEL ASSISTANT I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
13	PERSONNEL ASSISTANT II	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
14	PERSONNEL ASSISTANT III	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
15	SECRETARY I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
16	SECRETARY II	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
17	SECRETARY III	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
18	ACCOUNTANT I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
19	ACCOUNTANT II	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
20	ACCOUNTANT III	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
21	BUSINESS MANAGEMENT SUPPOR	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
22	HR ASSISTANT	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
23	HR OPERATIONS ASSISTANT	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
24	INFORMATION TECHNOLOGY SPEC	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
25	Logistics Specialist	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
26	PROCUREMENT ANALYST	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
27	PROCUREMENT BUSINESS SYSTEI	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
28	PROCUREMENT BUSINESS SYSTEI	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
29	PROCUREMENT SPECIALIST	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
30	Program Analyst I (E)	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
31	Program Analyst II (E)	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
32	Program Manager (E)	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
33	Project Management and Change Man	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
34	RECORDS MANAGEMENT SPECIAL	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
35	RESOURCE ANALYST I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
36	SAP CONSULTANT	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
37	SENIOR INTERNAL CONTROLS AN/	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
38	SENIOR RESOURCE ANALYST	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
39	TRAINING ASSISTANT (ADM	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
40	TRAINING COORDINATOR	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
41	TRAINING INSTRUCTOR	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
42	TRAINING INSTRUCTOR LEAD	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
43	TRAINING MANAGER	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
44	TRAINING SPECIALIST (ADM	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
45	TRAINING SPECIALIST (COM	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
46	TRAINING SPECIALIST LEAD	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
		-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
		-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -

The information on this spreadsheet is used in computations on other spreadsheets throughout this Excel workbook

Non Productive Labor Template

		Total Proposed Non Productive Hours (Overall)						Total Proposed Non Productive Costs (Overall)					
		Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL	Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL
1	ACCOUNTING CLERK I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
2	ACCOUNTING CLERK II	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
3	ACCOUNTING CLERK III	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
4	ADMINISTRATIVE ASSISTANT	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
5	COMPUTER BASED TRAINING (CBT	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
6	COMPUTER SYSTEMS ANALYST I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
7	COMPUTER SYSTEMS ANALYST II	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
8	COMPUTER SYSTEMS ANALYST III	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
9	GENERAL CLERK I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
10	GENERAL CLERK II	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
11	GENERAL CLERK III	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
12	PERSONNEL ASSISTANT I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
13	PERSONNEL ASSISTANT II	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
14	PERSONNEL ASSISTANT III	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
15	SECRETARY I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
16	SECRETARY II	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
17	SECRETARY III	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
18	ACCOUNTANT I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
19	ACCOUNTANT II	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
20	ACCOUNTANT III	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
21	BUSINESS MANAGEMENT SUPPOR	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
22	HR ASSISTANT	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
23	HR OPERATIONS ASSISTANT	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
24	INFORMATION TECHNOLOGY SPEC	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
25	Logistics Specialist	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
26	PROCUREMENT ANALYST	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
27	PROCUREMENT BUSINESS SYSTEI	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
28	PROCUREMENT BUSINESS SYSTEI	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
29	PROCUREMENT SPECIALIST	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
30	Program Analyst I (E)	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
31	Program Analyst II (E)	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
32	Program Manager (E)	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
33	Project Management and Change Man	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
34	RECORDS MANAGEMENT SPECIAL	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
35	RESOURCE ANALYST I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
36	SAP CONSULTANT	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
37	SENIOR INTERNAL CONTROLS ANA	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
38	SENIOR RESOURCE ANALYST	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
39	TRAINING ASSISTANT (ADM	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
40	TRAINING COORDINATOR	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
41	TRAINING INSTRUCTOR	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
42	TRAINING INSTRUCTOR LEAD	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
43	TRAINING MANAGER	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
44	TRAINING SPECIALIST (ADMI	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
45	TRAINING SPECIALIST (COM	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
46	TRAINING SPECIALIST LEAD	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
		-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
		-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -

The information on this spreadsheet is used ir

Non Productive Labor Template

		Proposed Non Productive PAID TIME OFF Hours (Overall)						Proposed Non Productive PAID TIME OFF Costs (Overall)					
		Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL	Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL
1	ACCOUNTING CLERK I						-	$ -	$ -	$ -	$ -	$ -	$ -
2	ACCOUNTING CLERK II						-	$ -	$ -	$ -	$ -	$ -	$ -
3	ACCOUNTING CLERK III						-	$ -	$ -	$ -	$ -	$ -	$ -
4	ADMINISTRATIVE ASSISTANT						-	$ -	$ -	$ -	$ -	$ -	$ -
5	COMPUTER BASED TRAINING (CBT						-	$ -	$ -	$ -	$ -	$ -	$ -
6	COMPUTER SYSTEMS ANALYST I						-	$ -	$ -	$ -	$ -	$ -	$ -
7	COMPUTER SYSTEMS ANALYST II						-	$ -	$ -	$ -	$ -	$ -	$ -
8	COMPUTER SYSTEMS ANALYST III						-	$ -	$ -	$ -	$ -	$ -	$ -
9	GENERAL CLERK I						-	$ -	$ -	$ -	$ -	$ -	$ -
10	GENERAL CLERK II						-	$ -	$ -	$ -	$ -	$ -	$ -
11	GENERAL CLERK III						-	$ -	$ -	$ -	$ -	$ -	$ -
12	PERSONNEL ASSISTANT I						-	$ -	$ -	$ -	$ -	$ -	$ -
13	PERSONNEL ASSISTANT II						-	$ -	$ -	$ -	$ -	$ -	$ -
14	PERSONNEL ASSISTANT III						-	$ -	$ -	$ -	$ -	$ -	$ -
15	SECRETARY I						-	$ -	$ -	$ -	$ -	$ -	$ -
16	SECRETARY II						-	$ -	$ -	$ -	$ -	$ -	$ -
17	SECRETARY III						-	$ -	$ -	$ -	$ -	$ -	$ -
18	ACCOUNTANT I						-	$ -	$ -	$ -	$ -	$ -	$ -
19	ACCOUNTANT II						-	$ -	$ -	$ -	$ -	$ -	$ -
20	ACCOUNTANT III						-	$ -	$ -	$ -	$ -	$ -	$ -
21	BUSINESS MANAGEMENT SUPPOR						-	$ -	$ -	$ -	$ -	$ -	$ -
22	HR ASSISTANT						-	$ -	$ -	$ -	$ -	$ -	$ -
23	HR OPERATIONS ASSISTANT						-	$ -	$ -	$ -	$ -	$ -	$ -
24	INFORMATION TECHNOLOGY SPEC						-	$ -	$ -	$ -	$ -	$ -	$ -
25	Logistics Specialist						-	$ -	$ -	$ -	$ -	$ -	$ -
26	PROCUREMENT ANALYST						-	$ -	$ -	$ -	$ -	$ -	$ -
27	PROCUREMENT BUSINESS SYSTEI						-	$ -	$ -	$ -	$ -	$ -	$ -
28	PROCUREMENT BUSINESS SYSTEI						-	$ -	$ -	$ -	$ -	$ -	$ -
29	PROCUREMENT SPECIALIST						-	$ -	$ -	$ -	$ -	$ -	$ -
30	Program Analyst I (E)						-	$ -	$ -	$ -	$ -	$ -	$ -
31	Program Analyst II (E)						-	$ -	$ -	$ -	$ -	$ -	$ -
32	Program Manager (E)						-	$ -	$ -	$ -	$ -	$ -	$ -
33	Project Management and Change Man						-	$ -	$ -	$ -	$ -	$ -	$ -
34	RECORDS MANAGEMENT SPECIAL						-	$ -	$ -	$ -	$ -	$ -	$ -
35	RESOURCE ANALYST I						-	$ -	$ -	$ -	$ -	$ -	$ -
36	SAP CONSULTANT						-	$ -	$ -	$ -	$ -	$ -	$ -
37	SENIOR INTERNAL CONTROLS AN/						-	$ -	$ -	$ -	$ -	$ -	$ -
38	SENIOR RESOURCE ANALYST						-	$ -	$ -	$ -	$ -	$ -	$ -
39	TRAINING ASSISTANT (ADM						-	$ -	$ -	$ -	$ -	$ -	$ -
40	TRAINING COORDINATOR						-	$ -	$ -	$ -	$ -	$ -	$ -
41	TRAINING INSTRUCTOR						-	$ -	$ -	$ -	$ -	$ -	$ -
42	TRAINING INSTRUCTOR LEAD						-	$ -	$ -	$ -	$ -	$ -	$ -
43	TRAINING MANAGER						-	$ -	$ -	$ -	$ -	$ -	$ -
44	TRAINING SPECIALIST (ADM						-	$ -	$ -	$ -	$ -	$ -	$ -
45	TRAINING SPECIALIST (COM						-	$ -	$ -	$ -	$ -	$ -	$ -
46	TRAINING SPECIALIST LEAD						-	$ -	$ -	$ -	$ -	$ -	$ -
		-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -

The information on this spreadsheet is used ir

Non Productive Labor Template

		Proposed Non Productive SICK LEAVE Hours (Overall)						Proposed Non Productive SICK LEAVE Costs (Overall)					
		Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL	Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL
1	ACCOUNTING CLERK I						-	$ -	$ -	$ -	$ -	$ -	$ -
2	ACCOUNTING CLERK II						-	$ -	$ -	$ -	$ -	$ -	$ -
3	ACCOUNTING CLERK III						-	$ -	$ -	$ -	$ -	$ -	$ -
4	ADMINISTRATIVE ASSISTANT						-	$ -	$ -	$ -	$ -	$ -	$ -
5	COMPUTER BASED TRAINING (CBT						-	$ -	$ -	$ -	$ -	$ -	$ -
6	COMPUTER SYSTEMS ANALYST I						-	$ -	$ -	$ -	$ -	$ -	$ -
7	COMPUTER SYSTEMS ANALYST II						-	$ -	$ -	$ -	$ -	$ -	$ -
8	COMPUTER SYSTEMS ANALYST III						-	$ -	$ -	$ -	$ -	$ -	$ -
9	GENERAL CLERK I						-	$ -	$ -	$ -	$ -	$ -	$ -
10	GENERAL CLERK II						-	$ -	$ -	$ -	$ -	$ -	$ -
11	GENERAL CLERK III						-	$ -	$ -	$ -	$ -	$ -	$ -
12	PERSONNEL ASSISTANT I						-	$ -	$ -	$ -	$ -	$ -	$ -
13	PERSONNEL ASSISTANT II						-	$ -	$ -	$ -	$ -	$ -	$ -
14	PERSONNEL ASSISTANT III						-	$ -	$ -	$ -	$ -	$ -	$ -
15	SECRETARY I						-	$ -	$ -	$ -	$ -	$ -	$ -
16	SECRETARY II						-	$ -	$ -	$ -	$ -	$ -	$ -
17	SECRETARY III						-	$ -	$ -	$ -	$ -	$ -	$ -
18	ACCOUNTANT I						-	$ -	$ -	$ -	$ -	$ -	$ -
19	ACCOUNTANT II						-	$ -	$ -	$ -	$ -	$ -	$ -
20	ACCOUNTANT III						-	$ -	$ -	$ -	$ -	$ -	$ -
21	BUSINESS MANAGEMENT SUPPOR						-	$ -	$ -	$ -	$ -	$ -	$ -
22	HR ASSISTANT						-	$ -	$ -	$ -	$ -	$ -	$ -
23	HR OPERATIONS ASSISTANT						-	$ -	$ -	$ -	$ -	$ -	$ -
24	INFORMATION TECHNOLOGY SPEC						-	$ -	$ -	$ -	$ -	$ -	$ -
25	Logistics Specialist						-	$ -	$ -	$ -	$ -	$ -	$ -
26	PROCUREMENT ANALYST						-	$ -	$ -	$ -	$ -	$ -	$ -
27	PROCUREMENT BUSINESS SYSTEI						-	$ -	$ -	$ -	$ -	$ -	$ -
28	PROCUREMENT BUSINESS SYSTEI						-	$ -	$ -	$ -	$ -	$ -	$ -
29	PROCUREMENT SPECIALIST						-	$ -	$ -	$ -	$ -	$ -	$ -
30	Program Analyst I (E)						-	$ -	$ -	$ -	$ -	$ -	$ -
31	Program Analyst II (E)						-	$ -	$ -	$ -	$ -	$ -	$ -
32	Program Manager (E)						-	$ -	$ -	$ -	$ -	$ -	$ -
33	Project Management and Change Man						-	$ -	$ -	$ -	$ -	$ -	$ -
34	RECORDS MANAGEMENT SPECIAL						-	$ -	$ -	$ -	$ -	$ -	$ -
35	RESOURCE ANALYST I						-	$ -	$ -	$ -	$ -	$ -	$ -
36	SAP CONSULTANT						-	$ -	$ -	$ -	$ -	$ -	$ -
37	SENIOR INTERNAL CONTROLS AN/						-	$ -	$ -	$ -	$ -	$ -	$ -
38	SENIOR RESOURCE ANALYST						-	$ -	$ -	$ -	$ -	$ -	$ -
39	TRAINING ASSISTANT (ADM						-	$ -	$ -	$ -	$ -	$ -	$ -
40	TRAINING COORDINATOR						-	$ -	$ -	$ -	$ -	$ -	$ -
41	TRAINING INSTRUCTOR						-	$ -	$ -	$ -	$ -	$ -	$ -
42	TRAINING INSTRUCTOR LEAD						-	$ -	$ -	$ -	$ -	$ -	$ -
43	TRAINING MANAGER						-	$ -	$ -	$ -	$ -	$ -	$ -
44	TRAINING SPECIALIST (ADM						-	$ -	$ -	$ -	$ -	$ -	$ -
45	TRAINING SPECIALIST (COM						-	$ -	$ -	$ -	$ -	$ -	$ -
46	TRAINING SPECIALIST LEAD						-	$ -	$ -	$ -	$ -	$ -	$ -
		-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -

The information on this spreadsheet is used ir

Non Productive Labor Template

		Proposed Non Productive HOLIDAY Hours (Overall)						Proposed Non Productive HOLIDAY Costs (Overall)					
		Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL	Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL
1	ACCOUNTING CLERK I						-	$ -	$ -	$ -	$ -	$ -	$ -
2	ACCOUNTING CLERK II						-	$ -	$ -	$ -	$ -	$ -	$ -
3	ACCOUNTING CLERK III						-	$ -	$ -	$ -	$ -	$ -	$ -
4	ADMINISTRATIVE ASSISTANT						-	$ -	$ -	$ -	$ -	$ -	$ -
5	COMPUTER BASED TRAINING (CBT						-	$ -	$ -	$ -	$ -	$ -	$ -
6	COMPUTER SYSTEMS ANALYST I						-	$ -	$ -	$ -	$ -	$ -	$ -
7	COMPUTER SYSTEMS ANALYST II						-	$ -	$ -	$ -	$ -	$ -	$ -
8	COMPUTER SYSTEMS ANALYST III						-	$ -	$ -	$ -	$ -	$ -	$ -
9	GENERAL CLERK I						-	$ -	$ -	$ -	$ -	$ -	$ -
10	GENERAL CLERK II						-	$ -	$ -	$ -	$ -	$ -	$ -
11	GENERAL CLERK III						-	$ -	$ -	$ -	$ -	$ -	$ -
12	PERSONNEL ASSISTANT I						-	$ -	$ -	$ -	$ -	$ -	$ -
13	PERSONNEL ASSISTANT II						-	$ -	$ -	$ -	$ -	$ -	$ -
14	PERSONNEL ASSISTANT III						-	$ -	$ -	$ -	$ -	$ -	$ -
15	SECRETARY I						-	$ -	$ -	$ -	$ -	$ -	$ -
16	SECRETARY II						-	$ -	$ -	$ -	$ -	$ -	$ -
17	SECRETARY III						-	$ -	$ -	$ -	$ -	$ -	$ -
18	ACCOUNTANT I						-	$ -	$ -	$ -	$ -	$ -	$ -
19	ACCOUNTANT II						-	$ -	$ -	$ -	$ -	$ -	$ -
20	ACCOUNTANT III						-	$ -	$ -	$ -	$ -	$ -	$ -
21	BUSINESS MANAGEMENT SUPPOR						-	$ -	$ -	$ -	$ -	$ -	$ -
22	HR ASSISTANT						-	$ -	$ -	$ -	$ -	$ -	$ -
23	HR OPERATIONS ASSISTANT						-	$ -	$ -	$ -	$ -	$ -	$ -
24	INFORMATION TECHNOLOGY SPEC						-	$ -	$ -	$ -	$ -	$ -	$ -
25	Logistics Specialist						-	$ -	$ -	$ -	$ -	$ -	$ -
26	PROCUREMENT ANALYST						-	$ -	$ -	$ -	$ -	$ -	$ -
27	PROCUREMENT BUSINESS SYSTEI						-	$ -	$ -	$ -	$ -	$ -	$ -
28	PROCUREMENT BUSINESS SYSTEI						-	$ -	$ -	$ -	$ -	$ -	$ -
29	PROCUREMENT SPECIALIST						-	$ -	$ -	$ -	$ -	$ -	$ -
30	Program Analyst I (E)						-	$ -	$ -	$ -	$ -	$ -	$ -
31	Program Analyst II (E)						-	$ -	$ -	$ -	$ -	$ -	$ -
32	Program Manager (E)						-	$ -	$ -	$ -	$ -	$ -	$ -
33	Project Management and Change Man						-	$ -	$ -	$ -	$ -	$ -	$ -
34	RECORDS MANAGEMENT SPECIAL						-	$ -	$ -	$ -	$ -	$ -	$ -
35	RESOURCE ANALYST I						-	$ -	$ -	$ -	$ -	$ -	$ -
36	SAP CONSULTANT						-	$ -	$ -	$ -	$ -	$ -	$ -
37	SENIOR INTERNAL CONTROLS AN/						-	$ -	$ -	$ -	$ -	$ -	$ -
38	SENIOR RESOURCE ANALYST						-	$ -	$ -	$ -	$ -	$ -	$ -
39	TRAINING ASSISTANT (ADM						-	$ -	$ -	$ -	$ -	$ -	$ -
40	TRAINING COORDINATOR						-	$ -	$ -	$ -	$ -	$ -	$ -
41	TRAINING INSTRUCTOR						-	$ -	$ -	$ -	$ -	$ -	$ -
42	TRAINING INSTRUCTOR LEAD						-	$ -	$ -	$ -	$ -	$ -	$ -
43	TRAINING MANAGER						-	$ -	$ -	$ -	$ -	$ -	$ -
44	TRAINING SPECIALIST (ADM						-	$ -	$ -	$ -	$ -	$ -	$ -
45	TRAINING SPECIALIST (COM						-	$ -	$ -	$ -	$ -	$ -	$ -
46	TRAINING SPECIALIST LEAD						-	$ -	$ -	$ -	$ -	$ -	$ -
		-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -

The information on this spreadsheet is used ir

Non Productive Labor Template

		Proposed Non Productive ANNUAL LEAVE Hours (Overall)						Proposed Non Productive ANNUAL LEAVE Costs (Overall)					
		Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL	Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL
1	ACCOUNTING CLERK I						-	$ -	$ -	$ -	$ -	$ -	$ -
2	ACCOUNTING CLERK II						-	$ -	$ -	$ -	$ -	$ -	$ -
3	ACCOUNTING CLERK III						-	$ -	$ -	$ -	$ -	$ -	$ -
4	ADMINISTRATIVE ASSISTANT						-	$ -	$ -	$ -	$ -	$ -	$ -
5	COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR						-	$ -	$ -	$ -	$ -	$ -	$ -
6	COMPUTER SYSTEMS ANALYST I						-	$ -	$ -	$ -	$ -	$ -	$ -
7	COMPUTER SYSTEMS ANALYST II						-	$ -	$ -	$ -	$ -	$ -	$ -
8	COMPUTER SYSTEMS ANALYST III						-	$ -	$ -	$ -	$ -	$ -	$ -
9	GENERAL CLERK I						-	$ -	$ -	$ -	$ -	$ -	$ -
10	GENERAL CLERK II						-	$ -	$ -	$ -	$ -	$ -	$ -
11	GENERAL CLERK III						-	$ -	$ -	$ -	$ -	$ -	$ -
12	PERSONNEL ASSISTANT I						-	$ -	$ -	$ -	$ -	$ -	$ -
13	PERSONNEL ASSISTANT II						-	$ -	$ -	$ -	$ -	$ -	$ -
14	PERSONNEL ASSISTANT III						-	$ -	$ -	$ -	$ -	$ -	$ -
15	SECRETARY I						-	$ -	$ -	$ -	$ -	$ -	$ -
16	SECRETARY II						-	$ -	$ -	$ -	$ -	$ -	$ -
17	SECRETARY III						-	$ -	$ -	$ -	$ -	$ -	$ -
18	ACCOUNTANT I						-	$ -	$ -	$ -	$ -	$ -	$ -
19	ACCOUNTANT II						-	$ -	$ -	$ -	$ -	$ -	$ -
20	ACCOUNTANT III						-	$ -	$ -	$ -	$ -	$ -	$ -
21	BUSINESS MANAGEMENT SUPPORT						-	$ -	$ -	$ -	$ -	$ -	$ -
22	HR ASSISTANT						-	$ -	$ -	$ -	$ -	$ -	$ -
23	HR OPERATIONS ASSISTANT						-	$ -	$ -	$ -	$ -	$ -	$ -
24	INFORMATION TECHNOLOGY SPECIALIST						-	$ -	$ -	$ -	$ -	$ -	$ -
25	Logistics Specialist						-	$ -	$ -	$ -	$ -	$ -	$ -
26	PROCUREMENT ANALYST						-	$ -	$ -	$ -	$ -	$ -	$ -
27	PROCUREMENT BUSINESS SYSTEMS SUPPORT I (PBSS I)						-	$ -	$ -	$ -	$ -	$ -	$ -
28	PROCUREMENT BUSINESS SYSTEMS SUPPORT II (PBSS II)						-	$ -	$ -	$ -	$ -	$ -	$ -
29	PROCUREMENT SPECIALIST						-	$ -	$ -	$ -	$ -	$ -	$ -
30	Program Analyst I (E)						-	$ -	$ -	$ -	$ -	$ -	$ -
31	Program Analyst II (E)						-	$ -	$ -	$ -	$ -	$ -	$ -
32	Program Manager (E)						-	$ -	$ -	$ -	$ -	$ -	$ -
33	Project Management and Change Management Consultant						-	$ -	$ -	$ -	$ -	$ -	$ -
34	RECORDS MANAGEMENT SPECIALIST						-	$ -	$ -	$ -	$ -	$ -	$ -
35	RESOURCE ANALYST I						-	$ -	$ -	$ -	$ -	$ -	$ -
36	SAP CONSULTANT						-	$ -	$ -	$ -	$ -	$ -	$ -
37	SENIOR INTERNAL CONTROLS ANALYST						-	$ -	$ -	$ -	$ -	$ -	$ -
38	SENIOR RESOURCE ANALYST						-	$ -	$ -	$ -	$ -	$ -	$ -
39	TRAINING ASSISTANT (ADMIN SUPPORT)						-	$ -	$ -	$ -	$ -	$ -	$ -
40	TRAINING COORDINATOR						-	$ -	$ -	$ -	$ -	$ -	$ -
41	TRAINING INSTRUCTOR						-	$ -	$ -	$ -	$ -	$ -	$ -
42	TRAINING INSTRUCTOR LEAD						-	$ -	$ -	$ -	$ -	$ -	$ -
43	TRAINING MANAGER						-	$ -	$ -	$ -	$ -	$ -	$ -
44	TRAINING SPECIALIST (ADMIN SUPPORT)						-	$ -	$ -	$ -	$ -	$ -	$ -
45	TRAINING SPECIALIST (COMPUTER SUPPORT)						-	$ -	$ -	$ -	$ -	$ -	$ -
46	TRAINING SPECIALIST LEAD						-	$ -	$ -	$ -	$ -	$ -	$ -
		-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -

The information on this spreadsheet is used in computations on other spreadsheets throughout this Excel workbook

Productive Labor Template

		TOTAL PROPOSED PRODUCTIVE Hours (Per FTE)						TOTAL PROPOSED PRODUCTIVE Costs (Per FTE)					
		Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL	Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL
1	ACCOUNTING CLERK I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
2	ACCOUNTING CLERK II	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
3	ACCOUNTING CLERK III	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
4	ADMINISTRATIVE ASSISTANT	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
5	COMPUTER BASED TRAINING (CBT	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
6	COMPUTER SYSTEMS ANALYST I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
7	COMPUTER SYSTEMS ANALYST II	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
8	COMPUTER SYSTEMS ANALYST III	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
9	GENERAL CLERK I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
10	GENERAL CLERK II	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
11	GENERAL CLERK III	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
12	PERSONNEL ASSISTANT I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
13	PERSONNEL ASSISTANT II	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
14	PERSONNEL ASSISTANT III	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
15	SECRETARY I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
16	SECRETARY II	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
17	SECRETARY III	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
18	ACCOUNTANT I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
19	ACCOUNTANT II	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
20	ACCOUNTANT III	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
21	BUSINESS MANAGEMENT SUPPOR	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
22	HR ASSISTANT	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
23	HR OPERATIONS ASSISTANT	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
24	INFORMATION TECHNOLOGY SPEC	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
25	Logistics Specialist	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
26	PROCUREMENT ANALYST	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
27	PROCUREMENT BUSINESS SYSTEI	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
28	PROCUREMENT BUSINESS SYSTEI	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
29	PROCUREMENT SPECIALIST	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
29	Program Analyst I (E)	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
29	Program Analyst II (E)	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
29	Program Manager (E)	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
29	Project Management and Change Man	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
29	RECORDS MANAGEMENT SPECIAL	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
29	RESOURCE ANALYST I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
29	SAP CONSULTANT	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
29	SENIOR INTERNAL CONTROLS AN/	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
29	SENIOR RESOURCE ANALYST	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
29	TRAINING ASSISTANT (ADM	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
29	TRAINING COORDINATOR	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
29	TRAINING INSTRUCTOR	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
42	TRAINING INSTRUCTOR LEAD	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
43	TRAINING MANAGER	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
44	TRAINING SPECIALIST (ADM	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
45	TRAINING SPECIALIST (COM	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
46	TRAINING SPECIALIST LEAD	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
		-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
		-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -

The information on this spreadsheet is used in

Productive Labor Template

		Proposed Productive OVERTIME Hours (Per FTE)						Proposed Productive OVERTIME Costs (Per FTE)					
		Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL	Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL
1	ACCOUNTING CLERK I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
2	ACCOUNTING CLERK II	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
3	ACCOUNTING CLERK III	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
4	ADMINISTRATIVE ASSISTANT	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
5	COMPUTER BASED TRAINING (CBT	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
6	COMPUTER SYSTEMS ANALYST I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
7	COMPUTER SYSTEMS ANALYST II	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
8	COMPUTER SYSTEMS ANALYST III	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
9	GENERAL CLERK I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
10	GENERAL CLERK II	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
11	GENERAL CLERK III	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
12	PERSONNEL ASSISTANT I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
13	PERSONNEL ASSISTANT II	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
14	PERSONNEL ASSISTANT III	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
15	SECRETARY I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
16	SECRETARY II	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
17	SECRETARY III	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
18	ACCOUNTANT I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
19	ACCOUNTANT II	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
20	ACCOUNTANT III	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
21	BUSINESS MANAGEMENT SUPPOR	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
22	HR ASSISTANT	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
23	HR OPERATIONS ASSISTANT	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
24	INFORMATION TECHNOLOGY SPEC	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
25	Logistics Specialist	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
26	PROCUREMENT ANALYST	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
27	PROCUREMENT BUSINESS SYSTEI	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
28	PROCUREMENT BUSINESS SYSTEI	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
29	PROCUREMENT SPECIALIST	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
29	Program Analyst I (E)	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
29	Program Analyst II (E)	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
29	Program Manager (E)	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
29	Project Management and Change Man	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
29	RECORDS MANAGEMENT SPECIAL	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
29	RESOURCE ANALYST I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
29	SAP CONSULTANT	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
29	SENIOR INTERNAL CONTROLS AN/	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
29	SENIOR RESOURCE ANALYST	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
29	TRAINING ASSISTANT (ADM	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
29	TRAINING COORDINATOR	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
29	TRAINING INSTRUCTOR	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
42	TRAINING INSTRUCTOR LEAD	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
43	TRAINING MANAGER	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
44	TRAINING SPECIALIST (ADM	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
45	TRAINING SPECIALIST (COM	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
46	TRAINING SPECIALIST LEAD	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
		-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -

he information on this spreadsheet is used in

Productive Labor Template

		Proposed Productive STRAIGHT TIME Hours (Per FTE)						Proposed Productive STRAIGHT TIME Costs (Per FTE)					
		Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL	Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL
1	ACCOUNTING CLERK I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
2	ACCOUNTING CLERK II	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
3	ACCOUNTING CLERK III	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
4	ADMINISTRATIVE ASSISTANT	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
5	COMPUTER BASED TRAINING (CBT	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
6	COMPUTER SYSTEMS ANALYST I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
7	COMPUTER SYSTEMS ANALYST II	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
8	COMPUTER SYSTEMS ANALYST III	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
9	GENERAL CLERK I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
10	GENERAL CLERK II	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
11	GENERAL CLERK III	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
12	PERSONNEL ASSISTANT I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
13	PERSONNEL ASSISTANT II	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
14	PERSONNEL ASSISTANT III	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
15	SECRETARY I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
16	SECRETARY II	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
17	SECRETARY III	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
18	ACCOUNTANT I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
19	ACCOUNTANT II	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
20	ACCOUNTANT III	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
21	BUSINESS MANAGEMENT SUPPOR	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
22	HR ASSISTANT	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
23	HR OPERATIONS ASSISTANT	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
24	INFORMATION TECHNOLOGY SPEC	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
25	Logistics Specialist	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
26	PROCUREMENT ANALYST	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
27	PROCUREMENT BUSINESS SYSTEI	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
28	PROCUREMENT BUSINESS SYSTEI	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
29	PROCUREMENT SPECIALIST	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
29	Program Analyst I (E)	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
29	Program Analyst II (E)	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
29	Program Manager (E)	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
29	Project Management and Change Man	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
29	RECORDS MANAGEMENT SPECIAL	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
29	RESOURCE ANALYST I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
29	SAP CONSULTANT	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
29	SENIOR INTERNAL CONTROLS AN/	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
29	SENIOR RESOURCE ANALYST	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
29	TRAINING ASSISTANT (ADM	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
29	TRAINING COORDINATOR	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
29	TRAINING INSTRUCTOR	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
42	TRAINING INSTRUCTOR LEAD	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
43	TRAINING MANAGER	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
44	TRAINING SPECIALIST (ADM	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
45	TRAINING SPECIALIST (COM	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
46	TRAINING SPECIALIST LEAD	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
		-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -

The information on this spreadsheet is used in computations on other spreadsheets throughout this Excel workbook

Productive Labor Template

		TOTAL PRPOSED PRODUCTIVE Hours (Overall)						TOTAL PRPOSED PRODUCTIVE Costs (Overall)					
		Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL	Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL
1	ACCOUNTING CLERK I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
2	ACCOUNTING CLERK II	9,536.00	8,000.00	8,032.00	8,032.00	8,000.00	41,600.00	$ -	$ -	$ -	$ -	$ -	$ -
3	ACCOUNTING CLERK III	4,768.00	2,000.00	2,008.00	2,008.00	2,000.00	12,784.00	$ -	$ -	$ -	$ -	$ -	$ -
4	ADMINISTRATIVE ASSISTANT	1,192.00	2,000.00	2,008.00	2,008.00	2,000.00	9,208.00	$ -	$ -	$ -	$ -	$ -	$ -
5	COMPUTER BASED TRAINING (CBT	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
6	COMPUTER SYSTEMS ANALYST I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
7	COMPUTER SYSTEMS ANALYST II	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
8	COMPUTER SYSTEMS ANALYST III	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
9	GENERAL CLERK I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
10	GENERAL CLERK II	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
11	GENERAL CLERK III	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
12	PERSONNEL ASSISTANT I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
13	PERSONNEL ASSISTANT II	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
14	PERSONNEL ASSISTANT III	1,192.00	2,000.00	2,008.00	2,008.00	2,000.00	9,208.00	$ -	$ -	$ -	$ -	$ -	$ -
15	SECRETARY I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
16	SECRETARY II	10,728.00	18,000.00	18,072.00	18,072.00	18,000.00	82,872.00	$ -	$ -	$ -	$ -	$ -	$ -
17	SECRETARY III	22,648.00	42,000.00	44,176.00	36,144.00	36,000.00	180,968.00	$ -	$ -	$ -	$ -	$ -	$ -
18	ACCOUNTANT I	1,192.00	2,000.00	2,008.00	2,008.00	2,000.00	9,208.00	$ -	$ -	$ -	$ -	$ -	$ -
19	ACCOUNTANT II	1,192.00	2,000.00	2,008.00	2,008.00	2,000.00	9,208.00	$ -	$ -	$ -	$ -	$ -	$ -
20	ACCOUNTANT III	1,192.00	2,000.00	2,008.00	2,008.00	2,000.00	9,208.00	$ -	$ -	$ -	$ -	$ -	$ -
21	BUSINESS MANAGEMENT SUPPOR	1,192.00	2,000.00	2,008.00	2,008.00	2,000.00	9,208.00	$ -	$ -	$ -	$ -	$ -	$ -
22	HR ASSISTANT	1,788.00	3,000.00	3,012.00	3,012.00	3,000.00	13,812.00	$ -	$ -	$ -	$ -	$ -	$ -
23	HR OPERATIONS ASSISTANT	4,768.00	8,000.00	8,032.00	8,032.00	8,000.00	36,832.00	$ -	$ -	$ -	$ -	$ -	$ -
24	INFORMATION TECHNOLOGY SPEC	1,192.00	2,000.00	2,008.00	2,008.00	2,000.00	9,208.00	$ -	$ -	$ -	$ -	$ -	$ -
25	Logistics Specialist	5,960.00	10,000.00	10,040.00	10,040.00	10,000.00	46,040.00	$ -	$ -	$ -	$ -	$ -	$ -
26	PROCUREMENT ANALYST	2,384.00	4,000.00	4,016.00	4,016.00	4,000.00	18,416.00	$ -	$ -	$ -	$ -	$ -	$ -
27	PROCUREMENT BUSINESS SYSTEI	1,192.00	2,000.00	2,008.00	2,008.00	2,000.00	9,208.00	$ -	$ -	$ -	$ -	$ -	$ -
28	PROCUREMENT BUSINESS SYSTEI	1,192.00	2,000.00	2,008.00	2,008.00	2,000.00	9,208.00	$ -	$ -	$ -	$ -	$ -	$ -
29	PROCUREMENT SPECIALIST	3,576.00	6,000.00	6,024.00	6,024.00	6,000.00	27,624.00	$ -	$ -	$ -	$ -	$ -	$ -
30	Program Analyst I (E)	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
31	Program Analyst II (E)	1,192.00	2,000.00	2,008.00	2,008.00	2,000.00	9,208.00	$ -	$ -	$ -	$ -	$ -	$ -
32	Program Manager (E)	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
33	Project Management and Change Man	667.52	-	-	-	-	667.52	$ -	$ -	$ -	$ -	$ -	$ -
34	RECORDS MANAGEMENT SPECIAL	2,384.00	-	-	-	-	2,384.00	$ -	$ -	$ -	$ -	$ -	$ -
35	RESOURCE ANALYST I	4,768.00	8,000.00	8,032.00	8,032.00	8,000.00	36,832.00	$ -	$ -	$ -	$ -	$ -	$ -
36	SAP CONSULTANT	1,192.00	2,000.00	2,008.00	2,008.00	2,000.00	9,208.00	$ -	$ -	$ -	$ -	$ -	$ -
37	SENIOR INTERNAL CONTROLS AN/	715.20	1,200.00	1,204.80	1,204.80	1,200.00	5,524.80	$ -	$ -	$ -	$ -	$ -	$ -
38	SENIOR RESOURCE ANALYST	2,145.60	3,600.00	3,614.40	3,614.40	3,600.00	16,574.40	$ -	$ -	$ -	$ -	$ -	$ -
39	TRAINING ASSISTANT (ADM	2,384.00	4,000.00	4,016.00	4,016.00	4,000.00	18,416.00	$ -	$ -	$ -	$ -	$ -	$ -
40	TRAINING COORDINATOR	2,384.00	4,000.00	4,016.00	4,016.00	4,000.00	18,416.00	$ -	$ -	$ -	$ -	$ -	$ -
41	TRAINING INSTRUCTOR	4,768.00	8,000.00	8,032.00	8,032.00	8,000.00	36,832.00	$ -	$ -	$ -	$ -	$ -	$ -
42	TRAINING INSTRUCTOR LEAD	1,192.00	2,000.00	2,008.00	2,008.00	2,000.00	9,208.00	$ -	$ -	$ -	$ -	$ -	$ -
43	TRAINING MANAGER	1,192.00	2,000.00	2,008.00	2,008.00	2,000.00	9,208.00	$ -	$ -	$ -	$ -	$ -	$ -
44	TRAINING SPECIALIST (ADM	1,192.00	2,000.00	2,008.00	2,008.00	2,000.00	9,208.00	$ -	$ -	$ -	$ -	$ -	$ -
45	TRAINING SPECIALIST (COM	1,192.00	2,000.00	2,008.00	2,008.00	2,000.00	9,208.00	$ -	$ -	$ -	$ -	$ -	$ -
46	TRAINING SPECIALIST LEAD	1,192.00	2,000.00	2,008.00	2,008.00	2,000.00	9,208.00	$ -	$ -	$ -	$ -	$ -	$ -
		105,444.32	161,800.00	164,455.20	156,423.20	155,800.00	743,922.72	$ -	$ -	$ -	$ -	$ -	$ -

The information on this spreadsheet is used in

Productive Labor Template

		Proposed Productive OVERTIME Hours (Overall)						Proposed Productive OVERTIME Costs (Overall)					
		Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL	Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL
1	ACCOUNTING CLERK I						-	$ -	$ -	$ -	$ -	$ -	$ -
2	ACCOUNTING CLERK II						-	$ -	$ -	$ -	$ -	$ -	$ -
3	ACCOUNTING CLERK III						-	$ -	$ -	$ -	$ -	$ -	$ -
4	ADMINISTRATIVE ASSISTANT						-	$ -	$ -	$ -	$ -	$ -	$ -
5	COMPUTER BASED TRAINING (CBT						-	$ -	$ -	$ -	$ -	$ -	$ -
6	COMPUTER SYSTEMS ANALYST I						-	$ -	$ -	$ -	$ -	$ -	$ -
7	COMPUTER SYSTEMS ANALYST II						-	$ -	$ -	$ -	$ -	$ -	$ -
8	COMPUTER SYSTEMS ANALYST III						-	$ -	$ -	$ -	$ -	$ -	$ -
9	GENERAL CLERK I						-	$ -	$ -	$ -	$ -	$ -	$ -
10	GENERAL CLERK II						-	$ -	$ -	$ -	$ -	$ -	$ -
11	GENERAL CLERK III						-	$ -	$ -	$ -	$ -	$ -	$ -
12	PERSONNEL ASSISTANT I						-	$ -	$ -	$ -	$ -	$ -	$ -
13	PERSONNEL ASSISTANT II						-	$ -	$ -	$ -	$ -	$ -	$ -
14	PERSONNEL ASSISTANT III						-	$ -	$ -	$ -	$ -	$ -	$ -
15	SECRETARY I						-	$ -	$ -	$ -	$ -	$ -	$ -
16	SECRETARY II						-	$ -	$ -	$ -	$ -	$ -	$ -
17	SECRETARY III						-	$ -	$ -	$ -	$ -	$ -	$ -
18	ACCOUNTANT I						-	$ -	$ -	$ -	$ -	$ -	$ -
19	ACCOUNTANT II						-	$ -	$ -	$ -	$ -	$ -	$ -
20	ACCOUNTANT III						-	$ -	$ -	$ -	$ -	$ -	$ -
21	BUSINESS MANAGEMENT SUPPOR						-	$ -	$ -	$ -	$ -	$ -	$ -
22	HR ASSISTANT						-	$ -	$ -	$ -	$ -	$ -	$ -
23	HR OPERATIONS ASSISTANT						-	$ -	$ -	$ -	$ -	$ -	$ -
24	INFORMATION TECHNOLOGY SPEC						-	$ -	$ -	$ -	$ -	$ -	$ -
25	Logistics Specialist						-	$ -	$ -	$ -	$ -	$ -	$ -
26	PROCUREMENT ANALYST						-	$ -	$ -	$ -	$ -	$ -	$ -
27	PROCUREMENT BUSINESS SYSTEI						-	$ -	$ -	$ -	$ -	$ -	$ -
28	PROCUREMENT BUSINESS SYSTEI						-	$ -	$ -	$ -	$ -	$ -	$ -
29	PROCUREMENT SPECIALIST						-	$ -	$ -	$ -	$ -	$ -	$ -
30	Program Analyst I (E)						-	$ -	$ -	$ -	$ -	$ -	$ -
31	Program Analyst II (E)						-	$ -	$ -	$ -	$ -	$ -	$ -
32	Program Manager (E)						-	$ -	$ -	$ -	$ -	$ -	$ -
33	Project Management and Change Man						-	$ -	$ -	$ -	$ -	$ -	$ -
34	RECORDS MANAGEMENT SPECIAL						-	$ -	$ -	$ -	$ -	$ -	$ -
35	RESOURCE ANALYST I						-	$ -	$ -	$ -	$ -	$ -	$ -
36	SAP CONSULTANT						-	$ -	$ -	$ -	$ -	$ -	$ -
37	SENIOR INTERNAL CONTROLS AN/						-	$ -	$ -	$ -	$ -	$ -	$ -
38	SENIOR RESOURCE ANALYST						-	$ -	$ -	$ -	$ -	$ -	$ -
39	TRAINING ASSISTANT (ADM						-	$ -	$ -	$ -	$ -	$ -	$ -
40	TRAINING COORDINATOR						-	$ -	$ -	$ -	$ -	$ -	$ -
41	TRAINING INSTRUCTOR						-	$ -	$ -	$ -	$ -	$ -	$ -
42	TRAINING INSTRUCTOR LEAD						-	$ -	$ -	$ -	$ -	$ -	$ -
43	TRAINING MANAGER						-	$ -	$ -	$ -	$ -	$ -	$ -
44	TRAINING SPECIALIST (ADM						-	$ -	$ -	$ -	$ -	$ -	$ -
45	TRAINING SPECIALIST (COM						-	$ -	$ -	$ -	$ -	$ -	$ -
46	TRAINING SPECIALIST LEAD						-	$ -	$ -	$ -	$ -	$ -	$ -
		-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
							-	$ -	$ -	$ -	$ -	$ -	$ -

The information on this spreadsheet is used in

Productive Labor Template

		Proposed Productive STRAIGHT TIME Hours (Overall)						Proposed Productive STRAIGHT TIME Costs (Overall)					
		Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL	Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL
1	ACCOUNTING CLERK I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
2	ACCOUNTING CLERK II	9,536.00	8,000.00	8,032.00	8,032.00	8,000.00	41,600.00	$ -	$ -	$ -	$ -	$ -	$ -
3	ACCOUNTING CLERK III	4,768.00	2,000.00	2,008.00	2,008.00	2,000.00	12,784.00	$ -	$ -	$ -	$ -	$ -	$ -
4	ADMINISTRATIVE ASSISTANT	1,192.00	2,000.00	2,008.00	2,008.00	2,000.00	9,208.00	$ -	$ -	$ -	$ -	$ -	$ -
5	COMPUTER BASED TRAINING (CBT	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
6	COMPUTER SYSTEMS ANALYST I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
7	COMPUTER SYSTEMS ANALYST II	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
8	COMPUTER SYSTEMS ANALYST III	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
9	GENERAL CLERK I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
10	GENERAL CLERK II	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
11	GENERAL CLERK III	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
12	PERSONNEL ASSISTANT I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
13	PERSONNEL ASSISTANT II	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
14	PERSONNEL ASSISTANT III	1,192.00	2,000.00	2,008.00	2,008.00	2,000.00	9,208.00	$ -	$ -	$ -	$ -	$ -	$ -
15	SECRETARY I	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
16	SECRETARY II	10,728.00	18,000.00	18,072.00	18,072.00	18,000.00	82,872.00	$ -	$ -	$ -	$ -	$ -	$ -
17	SECRETARY III	22,648.00	42,000.00	44,176.00	36,144.00	36,000.00	180,968.00	$ -	$ -	$ -	$ -	$ -	$ -
18	ACCOUNTANT I	1,192.00	2,000.00	2,008.00	2,008.00	2,000.00	9,208.00	$ -	$ -	$ -	$ -	$ -	$ -
19	ACCOUNTANT II	1,192.00	2,000.00	2,008.00	2,008.00	2,000.00	9,208.00	$ -	$ -	$ -	$ -	$ -	$ -
20	ACCOUNTANT III	1,192.00	2,000.00	2,008.00	2,008.00	2,000.00	9,208.00	$ -	$ -	$ -	$ -	$ -	$ -
21	BUSINESS MANAGEMENT SUPPOR	1,192.00	2,000.00	2,008.00	2,008.00	2,000.00	9,208.00	$ -	$ -	$ -	$ -	$ -	$ -
22	HR ASSISTANT	1,788.00	3,000.00	3,012.00	3,012.00	3,000.00	13,812.00	$ -	$ -	$ -	$ -	$ -	$ -
23	HR OPERATIONS ASSISTANT	4,768.00	8,000.00	8,032.00	8,032.00	8,000.00	36,832.00	$ -	$ -	$ -	$ -	$ -	$ -
24	INFORMATION TECHNOLOGY SPEC	1,192.00	2,000.00	2,008.00	2,008.00	2,000.00	9,208.00	$ -	$ -	$ -	$ -	$ -	$ -
25	Logistics Specialist	5,960.00	10,000.00	10,040.00	10,040.00	10,000.00	46,040.00	$ -	$ -	$ -	$ -	$ -	$ -
26	PROCUREMENT ANALYST	2,384.00	4,000.00	4,016.00	4,016.00	4,000.00	18,416.00	$ -	$ -	$ -	$ -	$ -	$ -
27	PROCUREMENT BUSINESS SYSTEI	1,192.00	2,000.00	2,008.00	2,008.00	2,000.00	9,208.00	$ -	$ -	$ -	$ -	$ -	$ -
28	PROCUREMENT BUSINESS SYSTEI	1,192.00	2,000.00	2,008.00	2,008.00	2,000.00	9,208.00	$ -	$ -	$ -	$ -	$ -	$ -
29	PROCUREMENT SPECIALIST	3,576.00	6,000.00	6,024.00	6,024.00	6,000.00	27,624.00	$ -	$ -	$ -	$ -	$ -	$ -
30	Program Analyst I (E)	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
31	Program Analyst II (E)	1,192.00	2,000.00	2,008.00	2,008.00	2,000.00	9,208.00	$ -	$ -	$ -	$ -	$ -	$ -
32	Program Manager (E)	-	-	-	-	-	-	$ -	$ -	$ -	$ -	$ -	$ -
33	Project Management and Change Man	667.52	-	-	-	-	667.52	$ -	$ -	$ -	$ -	$ -	$ -
34	RECORDS MANAGEMENT SPECIAL	2,384.00	-	-	-	-	2,384.00	$ -	$ -	$ -	$ -	$ -	$ -
35	RESOURCE ANALYST I	4,768.00	8,000.00	8,032.00	8,032.00	8,000.00	36,832.00	$ -	$ -	$ -	$ -	$ -	$ -
36	SAP CONSULTANT	1,192.00	2,000.00	2,008.00	2,008.00	2,000.00	9,208.00	$ -	$ -	$ -	$ -	$ -	$ -
37	SENIOR INTERNAL CONTROLS AN/	715.20	1,200.00	1,204.80	1,204.80	1,200.00	5,524.80	$ -	$ -	$ -	$ -	$ -	$ -
38	SENIOR RESOURCE ANALYST	2,145.60	3,600.00	3,614.40	3,614.40	3,600.00	16,574.40	$ -	$ -	$ -	$ -	$ -	$ -
39	TRAINING ASSISTANT (ADM	2,384.00	4,000.00	4,016.00	4,016.00	4,000.00	18,416.00	$ -	$ -	$ -	$ -	$ -	$ -
40	TRAINING COORDINATOR	2,384.00	4,000.00	4,016.00	4,016.00	4,000.00	18,416.00	$ -	$ -	$ -	$ -	$ -	$ -
41	TRAINING INSTRUCTOR	4,768.00	8,000.00	8,032.00	8,032.00	8,000.00	36,832.00	$ -	$ -	$ -	$ -	$ -	$ -
42	TRAINING INSTRUCTOR LEAD	1,192.00	2,000.00	2,008.00	2,008.00	2,000.00	9,208.00	$ -	$ -	$ -	$ -	$ -	$ -
43	TRAINING MANAGER	1,192.00	2,000.00	2,008.00	2,008.00	2,000.00	9,208.00	$ -	$ -	$ -	$ -	$ -	$ -
44	TRAINING SPECIALIST (ADM	1,192.00	2,000.00	2,008.00	2,008.00	2,000.00	9,208.00	$ -	$ -	$ -	$ -	$ -	$ -
45	TRAINING SPECIALIST (COM	1,192.00	2,000.00	2,008.00	2,008.00	2,000.00	9,208.00	$ -	$ -	$ -	$ -	$ -	$ -
46	TRAINING SPECIALIST LEAD	1,192.00	2,000.00	2,008.00	2,008.00	2,000.00	9,208.00	$ -	$ -	$ -	$ -	$ -	$ -
		105,444.32	161,800.00	164,455.20	156,423.20	155,800.00	743,922.72	$ -	$ -	$ -	$ -	$ -	$ -

The information on this spreadsheet is used in computations on other spreadsheets throughout this Excel workbook

Labor Escalation Template

		Proposed Labor Escalation - Overtime					Proposed Labor Escalation - OVERTIME				
		Base Pd	Option 1	Option 2	Option 3	Option 4	Base Pd	Option 1	Option 2	Option 3	Option 4
1	ACCOUNTING CLERK I										
2	ACCOUNTING CLERK II										
3	ACCOUNTING CLERK III										
4	ADMINISTRATIVE ASSISTANT										
5	COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR										
6	COMPUTER SYSTEMS ANALYST I										
7	COMPUTER SYSTEMS ANALYST II										
8	COMPUTER SYSTEMS ANALYST III										
9	GENERAL CLERK I										
10	GENERAL CLERK II										
11	GENERAL CLERK III										
12	PERSONNEL ASSISTANT I										
13	PERSONNEL ASSISTANT II										
14	PERSONNEL ASSISTANT III										
15	SECRETARY I										
16	SECRETARY II										
17	SECRETARY III										
18	ACCOUNTANT I										
19	ACCOUNTANT II										
20	ACCOUNTANT III										
21	BUSINESS MANAGEMENT SUPPORT										
22	HR ASSISTANT										
23	HR OPERATIONS ASSISTANT										
24	INFORMATION TECHNOLOGY SPECIALIST										
25	Logistics Specialist										
26	PROCUREMENT ANALYST										
27	PROCUREMENT BUSINESS SYSTEMS SUPPORT I (PBSS I)										
28	PROCUREMENT BUSINESS SYSTEMS SUPPORT II (PBSS II)										
29	PROCUREMENT SPECIALIST										
30	Program Analyst I (E)										
31	Program Analyst II (E)										
32	Program Manager (E)										
33	Project Management and Change Management Consultant										
34	RECORDS MANAGEMENT SPECIALIST										
35	RESOURCE ANALYST I										
36	SAP CONSULTANT										
37	SENIOR INTERNAL CONTROLS ANALYST										
38	SENIOR RESOURCE ANALYST										
39	TRAINING ASSISTANT (ADMIN SUPPORT)										
40	TRAINING COORDINATOR										
41	TRAINING INSTRUCTOR										
42	TRAINING INSTRUCTOR LEAD										
43	TRAINING MANAGER										
44	TRAINING SPECIALIST (ADMIN SUPPORT)										
45	TRAINING SPECIALIST (COMPUTER SUPPORT)										
46	TRAINING SPECIALIST LEAD										

This spreadsheet automatically calculates the escalation of the proposed labor rates

Payroll Taxes Template

Please identify the tax rates used to calculate payroll taxes

Description	FICA (OASDI)	FICA (Medicare)	FUTA	SUI
Tax Rate				
Taxable Base		No Limit		$0.00
Turnover Rate	N/A	N/A		
Adjusted Taxable Base		No Limit		

The "Turnover Rate" is for "Workforce Planning Purposes" and is typically based on history.

FICA =	Federal Insurance Contributions Act	
FICA OASDI =	FICA Old-Age, Survivors, and Disability Insurance	Gross Earnings
FICA HI =	FICA Hospital Insurance	
FUTA =	Federal Unemployment Tax	
SUI =	State Unemployment Insurance	

The information on this spreadsheet is used in computations on other spreadsheets throughout this Excel workbook

Labor Rates Template (Proposed)

		Overtime PROPOSED Labor Rates - Option 3						Overtime PROPOSED Labor Rates - Option 4					
	Labor Category	Unburdened Labor Rate	Burden 1	Burden 2	Burden 3	Burden 4	Burdened Labor Rate	Unburdened Labor Rate	Burden 1	Burden 2	Burden 3	Burden 4	Burdened Labor Rate
1	ACCOUNTING CLERK I	$0.00					$0.00	$0.00					$0.00
2	ACCOUNTING CLERK II	$0.00					$0.00	$0.00					$0.00
3	ACCOUNTING CLERK III	$0.00					$0.00	$0.00					$0.00
4	ADMINISTRATIVE ASSISTANT	$0.00					$0.00	$0.00					$0.00
5	COMPUTER BASED TRAINING (CBT	$0.00					$0.00	$0.00					$0.00
6	COMPUTER SYSTEMS ANALYST I	$0.00					$0.00	$0.00					$0.00
7	COMPUTER SYSTEMS ANALYST II	$0.00					$0.00	$0.00					$0.00
8	COMPUTER SYSTEMS ANALYST III	$0.00					$0.00	$0.00					$0.00
9	GENERAL CLERK I	$0.00					$0.00	$0.00					$0.00
10	GENERAL CLERK II	$0.00					$0.00	$0.00					$0.00
11	GENERAL CLERK III	$0.00					$0.00	$0.00					$0.00
12	PERSONNEL ASSISTANT I	$0.00					$0.00	$0.00					$0.00
13	PERSONNEL ASSISTANT II	$0.00					$0.00	$0.00					$0.00
14	PERSONNEL ASSISTANT III	$0.00					$0.00	$0.00					$0.00
15	SECRETARY I	$0.00					$0.00	$0.00					$0.00
16	SECRETARY II	$0.00					$0.00	$0.00					$0.00
17	SECRETARY III	$0.00					$0.00	$0.00					$0.00
18	ACCOUNTANT I	$0.00					$0.00	$0.00					$0.00
19	ACCOUNTANT II	$0.00					$0.00	$0.00					$0.00
20	ACCOUNTANT III	$0.00					$0.00	$0.00					$0.00
21	BUSINESS MANAGEMENT SUPPOF	$0.00					$0.00	$0.00					$0.00
22	HR ASSISTANT	$0.00					$0.00	$0.00					$0.00
23	HR OPERATIONS ASSISTANT	$0.00					$0.00	$0.00					$0.00
24	INFORMATION TECHNOLOGY SPEC	$0.00					$0.00	$0.00					$0.00
25	Logistics Specialist	$0.00					$0.00	$0.00					$0.00
26	PROCUREMENT ANALYST	$0.00					$0.00	$0.00					$0.00
27	PROCUREMENT BUSINESS SYSTEI	$0.00					$0.00	$0.00					$0.00
28	PROCUREMENT BUSINESS SYSTEI	$0.00					$0.00	$0.00					$0.00
29	PROCUREMENT SPECIALIST	$0.00					$0.00	$0.00					$0.00
30	Program Analyst I (E)	$0.00					$0.00	$0.00					$0.00
31	Program Analyst II (E)	$0.00					$0.00	$0.00					$0.00
32	Program Manager (E)	$0.00					$0.00	$0.00					$0.00
33	Project Management and Change Mar	$0.00					$0.00	$0.00					$0.00
34	RECORDS MANAGEMENT SPECIAL	$0.00					$0.00	$0.00					$0.00
35	RESOURCE ANALYST I	$0.00					$0.00	$0.00					$0.00
36	SAP CONSULTANT	$0.00					$0.00	$0.00					$0.00
37	SENIOR INTERNAL CONTROLS AN/	$0.00					$0.00	$0.00					$0.00
38	SENIOR RESOURCE ANALYST	$0.00					$0.00	$0.00					$0.00
39	TRAINING ASSISTANT (ADM	$0.00					$0.00	$0.00					$0.00
40	TRAINING COORDINATOR	$0.00					$0.00	$0.00					$0.00
41	TRAINING INSTRUCTOR	$0.00					$0.00	$0.00					$0.00
42	TRAINING INSTRUCTOR LEAD	$0.00					$0.00	$0.00					$0.00
43	TRAINING MANAGER	$0.00					$0.00	$0.00					$0.00
44	TRAINING SPECIALIST (ADM	$0.00					$0.00	$0.00					$0.00
45	TRAINING SPECIALIST (COM	$0.00					$0.00	$0.00					$0.00
46	TRAINING SPECIALIST LEAD	$0.00					$0.00	$0.00					$0.00

Informational only. Please provide the burde
The Un-Burdened Labor Rate columns (do n
Burdened Labor Rate columns represent the
Please define what is included in each Burde
"Burdened Labor Rates" should reconcile to

Labor Rates Template (Proposed)

	Labor Category	Overtime PROPOSED Labor Rates - Option 1						Overtime PROPOSED Labor Rates - Option 2					
		Unburdened Labor Rate	Burden 1	Burden 2	Burden 3	Burden 4	Burdened Labor Rate	Unburdened Labor Rate	Burden 1	Burden 2	Burden 3	Burden 4	Burdened Labor Rate
1	ACCOUNTING CLERK I	$0.00					$0.00	$0.00					$0.00
2	ACCOUNTING CLERK II	$0.00					$0.00	$0.00					$0.00
3	ACCOUNTING CLERK III	$0.00					$0.00	$0.00					$0.00
4	ADMINISTRATIVE ASSISTANT	$0.00					$0.00	$0.00					$0.00
5	COMPUTER BASED TRAINING (CBT	$0.00					$0.00	$0.00					$0.00
6	COMPUTER SYSTEMS ANALYST I	$0.00					$0.00	$0.00					$0.00
7	COMPUTER SYSTEMS ANALYST II	$0.00					$0.00	$0.00					$0.00
8	COMPUTER SYSTEMS ANALYST III	$0.00					$0.00	$0.00					$0.00
9	GENERAL CLERK I	$0.00					$0.00	$0.00					$0.00
10	GENERAL CLERK II	$0.00					$0.00	$0.00					$0.00
11	GENERAL CLERK III	$0.00					$0.00	$0.00					$0.00
12	PERSONNEL ASSISTANT I	$0.00					$0.00	$0.00					$0.00
13	PERSONNEL ASSISTANT II	$0.00					$0.00	$0.00					$0.00
14	PERSONNEL ASSISTANT III	$0.00					$0.00	$0.00					$0.00
15	SECRETARY I	$0.00					$0.00	$0.00					$0.00
16	SECRETARY II	$0.00					$0.00	$0.00					$0.00
17	SECRETARY III	$0.00					$0.00	$0.00					$0.00
18	ACCOUNTANT I	$0.00					$0.00	$0.00					$0.00
19	ACCOUNTANT II	$0.00					$0.00	$0.00					$0.00
20	ACCOUNTANT III	$0.00					$0.00	$0.00					$0.00
21	BUSINESS MANAGEMENT SUPPOF	$0.00					$0.00	$0.00					$0.00
22	HR ASSISTANT	$0.00					$0.00	$0.00					$0.00
23	HR OPERATIONS ASSISTANT	$0.00					$0.00	$0.00					$0.00
24	INFORMATION TECHNOLOGY SPEC	$0.00					$0.00	$0.00					$0.00
25	Logistics Specialist	$0.00					$0.00	$0.00					$0.00
26	PROCUREMENT ANALYST	$0.00					$0.00	$0.00					$0.00
27	PROCUREMENT BUSINESS SYSTEI	$0.00					$0.00	$0.00					$0.00
28	PROCUREMENT BUSINESS SYSTEI	$0.00					$0.00	$0.00					$0.00
29	PROCUREMENT SPECIALIST	$0.00					$0.00	$0.00					$0.00
30	Program Analyst I (E)	$0.00					$0.00	$0.00					$0.00
31	Program Analyst II (E)	$0.00					$0.00	$0.00					$0.00
32	Program Manager (E)	$0.00					$0.00	$0.00					$0.00
33	Project Management and Change Mar	$0.00					$0.00	$0.00					$0.00
34	RECORDS MANAGEMENT SPECIAL	$0.00					$0.00	$0.00					$0.00
35	RESOURCE ANALYST I	$0.00					$0.00	$0.00					$0.00
36	SAP CONSULTANT	$0.00					$0.00	$0.00					$0.00
37	SENIOR INTERNAL CONTROLS AN/	$0.00					$0.00	$0.00					$0.00
38	SENIOR RESOURCE ANALYST	$0.00					$0.00	$0.00					$0.00
39	TRAINING ASSISTANT (ADM	$0.00					$0.00	$0.00					$0.00
40	TRAINING COORDINATOR	$0.00					$0.00	$0.00					$0.00
41	TRAINING INSTRUCTOR	$0.00					$0.00	$0.00					$0.00
42	TRAINING INSTRUCTOR LEAD	$0.00					$0.00	$0.00					$0.00
43	TRAINING MANAGER	$0.00					$0.00	$0.00					$0.00
44	TRAINING SPECIALIST (ADM	$0.00					$0.00	$0.00					$0.00
45	TRAINING SPECIALIST (COM	$0.00					$0.00	$0.00					$0.00
46	TRAINING SPECIALIST LEAD	$0.00					$0.00	$0.00					$0.00

nformational only. Please provide the burde
The Un-Burdened Labor Rate columns (do nally updates when worksheet tab: "Labor Rates" is populated
Burdened Labor Rate columns represent the
Please define what is included in each Burded, etc.)
Burdened Labor Rates" should reconcile to rough (f).xls

Labor Rates Template (Proposed)

Overtime PROPOSED Labor Rates - Base Pd

	Labor Category	Unburdened Labor Rate	Burden 1	Burden 2	Burden 3	Burden 4	Burdened Labor Rate
1	ACCOUNTING CLERK I	$0.00					$0.00
2	ACCOUNTING CLERK II	$0.00					$0.00
3	ACCOUNTING CLERK III	$0.00					$0.00
4	ADMINISTRATIVE ASSISTANT	$0.00					$0.00
5	COMPUTER BASED TRAINING (CBT	$0.00					$0.00
6	COMPUTER SYSTEMS ANALYST I	$0.00					$0.00
7	COMPUTER SYSTEMS ANALYST II	$0.00					$0.00
8	COMPUTER SYSTEMS ANALYST III	$0.00					$0.00
9	GENERAL CLERK I	$0.00					$0.00
10	GENERAL CLERK II	$0.00					$0.00
11	GENERAL CLERK III	$0.00					$0.00
12	PERSONNEL ASSISTANT I	$0.00					$0.00
13	PERSONNEL ASSISTANT II	$0.00					$0.00
14	PERSONNEL ASSISTANT III	$0.00					$0.00
15	SECRETARY I	$0.00					$0.00
16	SECRETARY II	$0.00					$0.00
17	SECRETARY III	$0.00					$0.00
18	ACCOUNTANT I	$0.00					$0.00
19	ACCOUNTANT II	$0.00					$0.00
20	ACCOUNTANT III	$0.00					$0.00
21	BUSINESS MANAGEMENT SUPPOF	$0.00					$0.00
22	HR ASSISTANT	$0.00					$0.00
23	HR OPERATIONS ASSISTANT	$0.00					$0.00
24	INFORMATION TECHNOLOGY SPEC	$0.00					$0.00
25	Logistics Specialist	$0.00					$0.00
26	PROCUREMENT ANALYST	$0.00					$0.00
27	PROCUREMENT BUSINESS SYSTEI	$0.00					$0.00
28	PROCUREMENT BUSINESS SYSTEI	$0.00					$0.00
29	PROCUREMENT SPECIALIST	$0.00					$0.00
30	Program Analyst I (E)	$0.00					$0.00
31	Program Analyst II (E)	$0.00					$0.00
32	Program Manager (E)	$0.00					$0.00
33	Project Management and Change Mar	$0.00					$0.00
34	RECORDS MANAGEMENT SPECIAL	$0.00					$0.00
35	RESOURCE ANALYST I	$0.00					$0.00
36	SAP CONSULTANT	$0.00					$0.00
37	SENIOR INTERNAL CONTROLS AN/	$0.00					$0.00
38	SENIOR RESOURCE ANALYST	$0.00					$0.00
39	TRAINING ASSISTANT (ADM	$0.00					$0.00
40	TRAINING COORDINATOR	$0.00					$0.00
41	TRAINING INSTRUCTOR	$0.00					$0.00
42	TRAINING INSTRUCTOR LEAD	$0.00					$0.00
43	TRAINING MANAGER	$0.00					$0.00
44	TRAINING SPECIALIST (ADM	$0.00					$0.00
45	TRAINING SPECIALIST (COM	$0.00					$0.00
46	TRAINING SPECIALIST LEAD	$0.00					$0.00

Informational only. Please provide the burdened labor rates.
The Un-Burdened Labor Rate columns (do not include labor related costs, such as leave and payroll taxes, etc.) automatic
Burdened Labor Rate columns represent the proposed (billable) labor rates
Please define what is included in each Burden that is applied to the un-burdened labor rate (i.e., Burden 1: Payroll Relate
Burdened Labor Rates" should reconcile to the rates in the file entitled: Attachment 2- Price Templates paragraphs (b) th

Labor Rates Template (Proposed)

	Labor Category	Overtime PROPOSED Labor Rates - Option 3						Overtime PROPOSED Labor Rates - Option 4					
		Unburdened Labor Rate	Burden 1	Burden 2	Burden 3	Burden 4	Burdened Labor Rate	Unburdened Labor Rate	Burden 1	Burden 2	Burden 3	Burden 4	Burdened Labor Rate
1	ACCOUNTING CLERK I	$0.00					$0.00	$0.00					$0.00
2	ACCOUNTING CLERK II	$0.00					$0.00	$0.00					$0.00
3	ACCOUNTING CLERK III	$0.00					$0.00	$0.00					$0.00
4	ADMINISTRATIVE ASSISTANT	$0.00					$0.00	$0.00					$0.00
5	COMPUTER BASED TRAINING (CBT	$0.00					$0.00	$0.00					$0.00
6	COMPUTER SYSTEMS ANALYST I	$0.00					$0.00	$0.00					$0.00
7	COMPUTER SYSTEMS ANALYST II	$0.00					$0.00	$0.00					$0.00
8	COMPUTER SYSTEMS ANALYST III	$0.00					$0.00	$0.00					$0.00
9	GENERAL CLERK I	$0.00					$0.00	$0.00					$0.00
10	GENERAL CLERK II	$0.00					$0.00	$0.00					$0.00
11	GENERAL CLERK III	$0.00					$0.00	$0.00					$0.00
12	PERSONNEL ASSISTANT I	$0.00					$0.00	$0.00					$0.00
13	PERSONNEL ASSISTANT II	$0.00					$0.00	$0.00					$0.00
14	PERSONNEL ASSISTANT III	$0.00					$0.00	$0.00					$0.00
15	SECRETARY I	$0.00					$0.00	$0.00					$0.00
16	SECRETARY II	$0.00					$0.00	$0.00					$0.00
17	SECRETARY III	$0.00					$0.00	$0.00					$0.00
18	ACCOUNTANT I	$0.00					$0.00	$0.00					$0.00
19	ACCOUNTANT II	$0.00					$0.00	$0.00					$0.00
20	ACCOUNTANT III	$0.00					$0.00	$0.00					$0.00
21	BUSINESS MANAGEMENT SUPPOF	$0.00					$0.00	$0.00					$0.00
22	HR ASSISTANT	$0.00					$0.00	$0.00					$0.00
23	HR OPERATIONS ASSISTANT	$0.00					$0.00	$0.00					$0.00
24	INFORMATION TECHNOLOGY SPEC	$0.00					$0.00	$0.00					$0.00
25	Logistics Specialist	$0.00					$0.00	$0.00					$0.00
26	PROCUREMENT ANALYST	$0.00					$0.00	$0.00					$0.00
27	PROCUREMENT BUSINESS SYSTEI	$0.00					$0.00	$0.00					$0.00
28	PROCUREMENT BUSINESS SYSTEI	$0.00					$0.00	$0.00					$0.00
29	PROCUREMENT SPECIALIST	$0.00					$0.00	$0.00					$0.00
30	Program Analyst I (E)	$0.00					$0.00	$0.00					$0.00
31	Program Analyst II (E)	$0.00					$0.00	$0.00					$0.00
32	Program Manager (E)	$0.00					$0.00	$0.00					$0.00
33	Project Management and Change Mar	$0.00					$0.00	$0.00					$0.00
34	RECORDS MANAGEMENT SPECIAL	$0.00					$0.00	$0.00					$0.00
35	RESOURCE ANALYST I	$0.00					$0.00	$0.00					$0.00
36	SAP CONSULTANT	$0.00					$0.00	$0.00					$0.00
37	SENIOR INTERNAL CONTROLS AN/	$0.00					$0.00	$0.00					$0.00
38	SENIOR RESOURCE ANALYST	$0.00					$0.00	$0.00					$0.00
39	TRAINING ASSISTANT (ADM	$0.00					$0.00	$0.00					$0.00
40	TRAINING COORDINATOR	$0.00					$0.00	$0.00					$0.00
41	TRAINING INSTRUCTOR	$0.00					$0.00	$0.00					$0.00
42	TRAINING INSTRUCTOR LEAD	$0.00					$0.00	$0.00					$0.00
43	TRAINING MANAGER	$0.00					$0.00	$0.00					$0.00
44	TRAINING SPECIALIST (ADM	$0.00					$0.00	$0.00					$0.00
45	TRAINING SPECIALIST (COM	$0.00					$0.00	$0.00					$0.00
46	TRAINING SPECIALIST LEAD	$0.00					$0.00	$0.00					$0.00

Informational only. Please provide the burde
The Un-Burdened Labor Rate columns (do n
Burdened Labor Rate columns represent the
Please define what is included in each Burde
"Burdened Labor Rates" should reconcile to

	Labor Category	Overtime PROPOSED Labor Rates - Option 1						Overtime PROPOSED Labor Rates - Option 2					
		Unburdened Labor Rate	Burden 1	Burden 2	Burden 3	Burden 4	Burdened Labor Rate	Unburdened Labor Rate	Burden 1	Burden 2	Burden 3	Burden 4	Burdened Labor Rate
1	ACCOUNTING CLERK I	$0.00					$0.00	$0.00					$0.00
2	ACCOUNTING CLERK II	$0.00					$0.00	$0.00					$0.00
3	ACCOUNTING CLERK III	$0.00					$0.00	$0.00					$0.00
4	ADMINISTRATIVE ASSISTANT	$0.00					$0.00	$0.00					$0.00
5	COMPUTER BASED TRAINING (CBT	$0.00					$0.00	$0.00					$0.00
6	COMPUTER SYSTEMS ANALYST I	$0.00					$0.00	$0.00					$0.00
7	COMPUTER SYSTEMS ANALYST II	$0.00					$0.00	$0.00					$0.00
8	COMPUTER SYSTEMS ANALYST III	$0.00					$0.00	$0.00					$0.00
9	GENERAL CLERK I	$0.00					$0.00	$0.00					$0.00
10	GENERAL CLERK II	$0.00					$0.00	$0.00					$0.00
11	GENERAL CLERK III	$0.00					$0.00	$0.00					$0.00
12	PERSONNEL ASSISTANT I	$0.00					$0.00	$0.00					$0.00
13	PERSONNEL ASSISTANT II	$0.00					$0.00	$0.00					$0.00
14	PERSONNEL ASSISTANT III	$0.00					$0.00	$0.00					$0.00
15	SECRETARY I	$0.00					$0.00	$0.00					$0.00
16	SECRETARY II	$0.00					$0.00	$0.00					$0.00
17	SECRETARY III	$0.00					$0.00	$0.00					$0.00
18	ACCOUNTANT I	$0.00					$0.00	$0.00					$0.00
19	ACCOUNTANT II	$0.00					$0.00	$0.00					$0.00
20	ACCOUNTANT III	$0.00					$0.00	$0.00					$0.00
21	BUSINESS MANAGEMENT SUPPOF	$0.00					$0.00	$0.00					$0.00
22	HR ASSISTANT	$0.00					$0.00	$0.00					$0.00
23	HR OPERATIONS ASSISTANT	$0.00					$0.00	$0.00					$0.00
24	INFORMATION TECHNOLOGY SPEC	$0.00					$0.00	$0.00					$0.00
25	Logistics Specialist	$0.00					$0.00	$0.00					$0.00
26	PROCUREMENT ANALYST	$0.00					$0.00	$0.00					$0.00
27	PROCUREMENT BUSINESS SYSTEI	$0.00					$0.00	$0.00					$0.00
28	PROCUREMENT BUSINESS SYSTEI	$0.00					$0.00	$0.00					$0.00
29	PROCUREMENT SPECIALIST	$0.00					$0.00	$0.00					$0.00
30	Program Analyst I (E)	$0.00					$0.00	$0.00					$0.00
31	Program Analyst II (E)	$0.00					$0.00	$0.00					$0.00
32	Program Manager (E)	$0.00					$0.00	$0.00					$0.00
33	Project Management and Change Mar	$0.00					$0.00	$0.00					$0.00
34	RECORDS MANAGEMENT SPECIAL	$0.00					$0.00	$0.00					$0.00
35	RESOURCE ANALYST I	$0.00					$0.00	$0.00					$0.00
36	SAP CONSULTANT	$0.00					$0.00	$0.00					$0.00
37	SENIOR INTERNAL CONTROLS AN/	$0.00					$0.00	$0.00					$0.00
38	SENIOR RESOURCE ANALYST	$0.00					$0.00	$0.00					$0.00
39	TRAINING ASSISTANT (ADM	$0.00					$0.00	$0.00					$0.00
40	TRAINING COORDINATOR	$0.00					$0.00	$0.00					$0.00
41	TRAINING INSTRUCTOR	$0.00					$0.00	$0.00					$0.00
42	TRAINING INSTRUCTOR LEAD	$0.00					$0.00	$0.00					$0.00
43	TRAINING MANAGER	$0.00					$0.00	$0.00					$0.00
44	TRAINING SPECIALIST (ADM	$0.00					$0.00	$0.00					$0.00
45	TRAINING SPECIALIST (COM	$0.00					$0.00	$0.00					$0.00
46	TRAINING SPECIALIST LEAD	$0.00					$0.00	$0.00					$0.00

Informational only. Please provide the burde
The Un-Burdened Labor Rate columns (do nally updates when worksheet tab: "Labor Rates" is populated
Burdened Labor Rate columns represent the
Please define what is included in each Burded, etc.)
'Burdened Labor Rates' should reconcile to rough (f).xls

Overtime PROPOSED Labor Rates - Base Pd

	Labor Category	Unburdened Labor Rate	Burden 1	Burden 2	Burden 3	Burden 4	Burdened Labor Rate
1	ACCOUNTING CLERK I	$0.00					$0.00
2	ACCOUNTING CLERK II	$0.00					$0.00
3	ACCOUNTING CLERK III	$0.00					$0.00
4	ADMINISTRATIVE ASSISTANT	$0.00					$0.00
5	COMPUTER BASED TRAINING (CBT	$0.00					$0.00
6	COMPUTER SYSTEMS ANALYST I	$0.00					$0.00
7	COMPUTER SYSTEMS ANALYST II	$0.00					$0.00
8	COMPUTER SYSTEMS ANALYST III	$0.00					$0.00
9	GENERAL CLERK I	$0.00					$0.00
10	GENERAL CLERK II	$0.00					$0.00
11	GENERAL CLERK III	$0.00					$0.00
12	PERSONNEL ASSISTANT I	$0.00					$0.00
13	PERSONNEL ASSISTANT II	$0.00					$0.00
14	PERSONNEL ASSISTANT III	$0.00					$0.00
15	SECRETARY I	$0.00					$0.00
16	SECRETARY II	$0.00					$0.00
17	SECRETARY III	$0.00					$0.00
18	ACCOUNTANT I	$0.00					$0.00
19	ACCOUNTANT II	$0.00					$0.00
20	ACCOUNTANT III	$0.00					$0.00
21	BUSINESS MANAGEMENT SUPPOF	$0.00					$0.00
22	HR ASSISTANT	$0.00					$0.00
23	HR OPERATIONS ASSISTANT	$0.00					$0.00
24	INFORMATION TECHNOLOGY SPEC	$0.00					$0.00
25	Logistics Specialist	$0.00					$0.00
26	PROCUREMENT ANALYST	$0.00					$0.00
27	PROCUREMENT BUSINESS SYSTEI	$0.00					$0.00
28	PROCUREMENT BUSINESS SYSTEI	$0.00					$0.00
29	PROCUREMENT SPECIALIST	$0.00					$0.00
30	Program Analyst I (E)	$0.00					$0.00
31	Program Analyst II (E)	$0.00					$0.00
32	Program Manager (E)	$0.00					$0.00
33	Project Management and Change Mar	$0.00					$0.00
34	RECORDS MANAGEMENT SPECIAL	$0.00					$0.00
35	RESOURCE ANALYST I	$0.00					$0.00
36	SAP CONSULTANT	$0.00					$0.00
37	SENIOR INTERNAL CONTROLS AN/	$0.00					$0.00
38	SENIOR RESOURCE ANALYST	$0.00					$0.00
39	TRAINING ASSISTANT (ADM	$0.00					$0.00
40	TRAINING COORDINATOR	$0.00					$0.00
41	TRAINING INSTRUCTOR	$0.00					$0.00
42	TRAINING INSTRUCTOR LEAD	$0.00					$0.00
43	TRAINING MANAGER	$0.00					$0.00
44	TRAINING SPECIALIST (ADM	$0.00					$0.00
45	TRAINING SPECIALIST (COM	$0.00					$0.00
46	TRAINING SPECIALIST LEAD	$0.00					$0.00

Informational only. Please provide the burdened labor rates.
The Un-Burdened Labor Rate columns (do not include labor related costs, such as leave and payroll taxes, etc.) automatic
Burdened Labor Rate columns represent the proposed (billable) labor rates
Please define what is included in each Burden that is applied to the un-burdened labor rate (i.e., Burden 1: Payroll Relate
"Burdened Labor Rates" should reconcile to the rates in the file entitled: Attachment 2- Price Templates paragraphs (b) th

Labor Rates Template (Un-burdened)

	Labor Category	Un-Burdened Straight Time Labor Rates*					Shift	Un-Burdened OVERTIME Labor Rates*					Shift
		Base Pd	Option 1	Option 2	Option 3	Option 4	Differentials	Base Pd	Option 1	Option 2	Option 3	Option 4	Differentials
1	ACCOUNTING CLERK I												
2	ACCOUNTING CLERK II												
3	ACCOUNTING CLERK III												
4	ADMINISTRATIVE ASSISTANT												
5	COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR												
6	COMPUTER SYSTEMS ANALYST I												
7	COMPUTER SYSTEMS ANALYST II												
8	COMPUTER SYSTEMS ANALYST III												
9	GENERAL CLERK I												
10	GENERAL CLERK II												
11	GENERAL CLERK III												
12	PERSONNEL ASSISTANT I												
13	PERSONNEL ASSISTANT II												
14	PERSONNEL ASSISTANT III												
15	SECRETARY I												
16	SECRETARY II												
17	SECRETARY III												
18	ACCOUNTANT I												
19	ACCOUNTANT II												
20	ACCOUNTANT III												
21	BUSINESS MANAGEMENT SUPPORT												
22	HR ASSISTANT												
23	HR OPERATIONS ASSISTANT												
24	INFORMATION TECHNOLOGY SPECIALIST												
25	Logistics Specialist												
26	PROCUREMENT ANALYST												
27	PROCUREMENT BUSINESS SYSTEMS SUPPORT I (PBSS I)												
28	PROCUREMENT BUSINESS SYSTEMS SUPPORT II (PBSS II)												
29	PROCUREMENT SPECIALIST												
30	Program Analyst I (E)												
31	Program Analyst II (E)												
32	Program Manager (E)												
33	Project Management and Change Management Consultant												
34	RECORDS MANAGEMENT SPECIALIST												
35	RESOURCE ANALYST I												
36	SAP CONSULTANT												
37	SENIOR INTERNAL CONTROLS ANALYST												
38	SENIOR RESOURCE ANALYST												
39	TRAINING ASSISTANT (ADMIN SUPPORT)												
40	TRAINING COORDINATOR												
41	TRAINING INSTRUCTOR												
42	TRAINING INSTRUCTOR LEAD												
43	TRAINING MANAGER												
44	TRAINING SPECIALIST (ADMIN SUPPORT)												
45	TRAINING SPECIALIST (COMPUTER SUPPORT)												
46	TRAINING SPECIALIST LEAD												

* Does not include labor related costs, such as leave and payroll taxes, etc.
* Excluding any fee or profit
Profit, etc. can be added under worksheet tab: "Burdened Labor Rates", under columns "Burden 1", "Burden 2", etc.

The information on this spreadsheet is used in computations on other spreadsheets throughout this Excel workbook

Full Time Equivalent Labor Template

		Proposed Work Year Equivalents (WYEs)					
		Base Pd	Option 1	Option 2	Option 3	Option 4	TOTAL
1	ACCOUNTING CLERK I						-
2	ACCOUNTING CLERK II						-
3	ACCOUNTING CLERK III						-
4	ADMINISTRATIVE ASSISTANT						-
5	COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR						-
6	COMPUTER SYSTEMS ANALYST I						-
7	COMPUTER SYSTEMS ANALYST II						-
8	COMPUTER SYSTEMS ANALYST III						-
9	GENERAL CLERK I						-
10	GENERAL CLERK II						-
11	GENERAL CLERK III						-
12	PERSONNEL ASSISTANT I						-
13	PERSONNEL ASSISTANT II						-
14	PERSONNEL ASSISTANT III						-
15	SECRETARY I						-
16	SECRETARY II						-
17	SECRETARY III						-
18	ACCOUNTANT I						-
19	ACCOUNTANT II						-
20	ACCOUNTANT III						-
21	BUSINESS MANAGEMENT SUPPORT						-
22	HR ASSISTANT						-
23	HR OPERATIONS ASSISTANT						-
24	INFORMATION TECHNOLOGY SPECIALIST						-
25	Logistics Specialist						-
26	PROCUREMENT ANALYST						-
27	PROCUREMENT BUSINESS SYSTEMS SUPPORT I (PBSS I)						-
28	PROCUREMENT BUSINESS SYSTEMS SUPPORT II (PBSS II)						-
29	PROCUREMENT SPECIALIST						-
30	Program Analyst I (E)						-
31	Program Analyst II (E)						-
32	Program Manager (E)						-
33	Project Management and Change Management Consultant						-
34	RECORDS MANAGEMENT SPECIALIST						-
35	RESOURCE ANALYST I						-
36	SAP CONSULTANT						-
37	SENIOR INTERNAL CONTROLS ANALYST						-
38	SENIOR RESOURCE ANALYST						-
39	TRAINING ASSISTANT (ADMIN SUPPORT)						-
40	TRAINING COORDINATOR						-
41	TRAINING INSTRUCTOR						-
42	TRAINING INSTRUCTOR LEAD						-
43	TRAINING MANAGER						-
44	TRAINING SPECIALIST (ADMIN SUPPORT)						-
45	TRAINING SPECIALIST (COMPUTER SUPPORT)						-
46	TRAINING SPECIALIST LEAD						-
		-	-	-	-	-	-

The information on this spreadsheet is used in computations on other spreadsheets throughout this Excel workbook

Labor Group Template

		Proposed Labor Group
1	ACCOUNTING CLERK I	2b
2	ACCOUNTING CLERK II	2b
3	ACCOUNTING CLERK III	2b
4	ADMINISTRATIVE ASSISTANT	2b
5	COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR	2b
6	COMPUTER SYSTEMS ANALYST I	2b
7	COMPUTER SYSTEMS ANALYST II	2b
8	COMPUTER SYSTEMS ANALYST III	2b
9	GENERAL CLERK I	2b
10	GENERAL CLERK II	2b
11	GENERAL CLERK III	2b
12	PERSONNEL ASSISTANT I	2b
13	PERSONNEL ASSISTANT II	2b
14	PERSONNEL ASSISTANT III	2b
15	SECRETARY I	2b
16	SECRETARY II	2b
17	SECRETARY III	2b
18	ACCOUNTANT I	1
19	ACCOUNTANT II	1
20	ACCOUNTANT III	1
21	BUSINESS MANAGEMENT SUPPORT	1
22	HR ASSISTANT	1
23	HR OPERATIONS ASSISTANT	1
24	INFORMATION TECHNOLOGY SPECIALIST	1
25	Logistics Specialist	1
26	PROCUREMENT ANALYST	1
27	PROCUREMENT BUSINESS SYSTEMS SUPPORT I (PBSS I)	1
28	PROCUREMENT BUSINESS SYSTEMS SUPPORT II (PBSS II)	1
29	PROCUREMENT SPECIALIST	1
30	Program Analyst I (E)	1
31	Program Analyst II (E)	1
32	Program Manager (E)	1
33	Project Management and Change Management Consultant	1
34	RECORDS MANAGEMENT SPECIALIST	1
35	RESOURCE ANALYST I	1
36	SAP CONSULTANT	1
37	SENIOR INTERNAL CONTROLS ANALYST	1
38	SENIOR RESOURCE ANALYST	1
39	TRAINING ASSISTANT (ADMIN SUPPORT)	1
40	TRAINING COORDINATOR	1
41	TRAINING INSTRUCTOR	1
42	TRAINING INSTRUCTOR LEAD	1
43	TRAINING MANAGER	1
44	TRAINING SPECIALIST (ADMIN SUPPORT)	1
45	TRAINING SPECIALIST (COMPUTER SUPPORT)	1
46	TRAINING SPECIALIST LEAD	1

Labor Group Legend	
1	Exempt
2	Non Exempt
2a	Davis Bacon Act (DBA)
2b	Service Contract Act (SCA)
2c	Collective Bargaining Agreement (CBA)

Enter the Labor Categories on this page. The rest of the spreadsheets are linked to the labor categories on this spreadsheet.

Reference: RFP 5.3.1 VOLUME I A. Staffing Plan - for labor Independent Gover

	Labor Category	$ RATE	Overtime Rates x Overtime Hours																
			AA	AJ	BA	BA-TT	CC	GG	IT	KT	LX	NE	OP	SA	TA	UB	VA	XA	SUM
1	ACCOUNTING CLERK I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2	ACCOUNTING CLERK II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
3	ACCOUNTING CLERK III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4	ADMINISTRATIVE ASSISTANT		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5	COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
6	COMPUTER SYSTEMS ANALYST I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
7	COMPUTER SYSTEMS ANALYST II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
8	COMPUTER SYSTEMS ANALYST III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9	GENERAL CLERK I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10	GENERAL CLERK II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11	GENERAL CLERK III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
12	PERSONNEL ASSISTANT I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13	PERSONNEL ASSISTANT II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
14	PERSONNEL ASSISTANT III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
15	SECRETARY I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
16	SECRETARY II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
17	SECRETARY III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	EXEMPT																		$ -
																			$ -
1	ACCOUNTANT I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2	ACCOUNTANT II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
3	ACCOUNTANT III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4	BUSINESS MANAGEMENT SUPPORT		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5	HR ASSISTANT		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
6	HR OPERATIONS ASSISTANT		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
7	INFORMATION TECHNOLOGY SPECIALIST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
8	Logistics Specialist		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9	PROCUREMENT ANALYST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10	PROCUREMENT BUSINESS SYSTEMS SUPPORT I (PBSS I)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11	PROCUREMENT BUSINESS SYSTEMS SUPPORT II (PBSS II)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
12	PROCUREMENT SPECIALIST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13	Program Analyst I (E)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
14	Program Analyst II (E)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
15	Program Manager (E)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
16	Project Management and Change Management Consultant		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
17	RECORDS MANAGEMENT SPECIALIST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
18	RESOURCE ANALYST I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
19	SAP CONSULTANT		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
20	SENIOR INTERNAL CONTROLS ANALYST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
21	SENIOR RESOURCE ANALYST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
22	TRAINING ASSISTANT (ADMIN SUPPORT)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
23	TRAINING COORDINATOR		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
24	TRAINING INSTRUCTOR		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
25	TRAINING INSTRUCTOR LEAD		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
26	TRAINING MANAGER		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
27	TRAINING SPECIALIST (ADMIN SUPPORT)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
28	TRAINING SPECIALIST (COMPUTER SUPPORT)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
29	TRAINING SPECIALIST LEAD		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	TOTAL		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

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Reference: RFP 5.3.1 VOLUME I, A. Staffing Plan - for labor Independent Goverr

	Labor Category	$ RATE	OVERTIME Hours																
			AA	AJ	BA	BA-TT	CC	GG	IT	KT	LX	NE	OP	SA	TA	UB	VA	XA	SUM
1	ACCOUNTING CLERK I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2	ACCOUNTING CLERK II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3	ACCOUNTING CLERK III		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4	ADMINISTRATIVE ASSISTANT		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5	COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6	COMPUTER SYSTEMS ANALYST I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7	COMPUTER SYSTEMS ANALYST II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8	COMPUTER SYSTEMS ANALYST III		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
9	GENERAL CLERK I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10	GENERAL CLERK II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
11	GENERAL CLERK III		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
12	PERSONNEL ASSISTANT I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
13	PERSONNEL ASSISTANT II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
14	PERSONNEL ASSISTANT III		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
15	SECRETARY I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
16	SECRETARY II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
17	SECRETARY III		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	EXEMPT																		-
																			-
1	ACCOUNTANT I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2	ACCOUNTANT II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3	ACCOUNTANT III		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4	BUSINESS MANAGEMENT SUPPORT		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5	HR ASSISTANT		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6	HR OPERATIONS ASSISTANT		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7	INFORMATION TECHNOLOGY SPECIALIST		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8	Logistics Specialist		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
9	PROCUREMENT ANALYST		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10	PROCUREMENT BUSINESS SYSTEMS SUPPORT I (PBSS I)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
11	PROCUREMENT BUSINESS SYSTEMS SUPPORT II (PBSS II)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
12	PROCUREMENT SPECIALIST		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
13	Program Analyst I (E)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
14	Program Analyst II (E)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
15	Program Manager (E)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
16	Project Management and Change Management Consultant		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
17	RECORDS MANAGEMENT SPECIALIST		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
18	RESOURCE ANALYST I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
19	SAP CONSULTANT		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
20	SENIOR INTERNAL CONTROLS ANALYST		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
21	SENIOR RESOURCE ANALYST		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
22	TRAINING ASSISTANT (ADMIN SUPPORT)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
23	TRAINING COORDINATOR		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
24	TRAINING INSTRUCTOR		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
25	TRAINING INSTRUCTOR LEAD		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
26	TRAINING MANAGER		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
27	TRAINING SPECIALIST (ADMIN SUPPORT)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
28	TRAINING SPECIALIST (COMPUTER SUPPORT)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
29	TRAINING SPECIALIST LEAD		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	TOTAL		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

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Reference: RFP 5.3.1 VOLUME I A. Staffing Plan - for labor Independent Government Estimate (IGE) provided

	Labor Category	$ RATE	AA	AJ	BA	BA-TT	CC	GG	IT	KT	LX	NE	OP	SA	TA	UB	VA	XA	SUM
			Work Year Equivalents (WYE)																
1	ACCOUNTING CLERK I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2	ACCOUNTING CLERK II		-	-	-	-	-	24.00	-	-	-	-	-	-	-	-	-	-	24.00
3	ACCOUNTING CLERK III		-	-	-	-	-	3.00	-	-	-	-	-	-	5.00	-	-	-	8.00
4	ADMINISTRATIVE ASSISTANT		-	-	-	-	-	-	-	-	-	-	-	5.00	-	-	-	-	5.00
5	COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6	COMPUTER SYSTEMS ANALYST I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7	COMPUTER SYSTEMS ANALYST II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8	COMPUTER SYSTEMS ANALYST III		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
9	GENERAL CLERK I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10	GENERAL CLERK II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
11	GENERAL CLERK III		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
12	PERSONNEL ASSISTANT I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
13	PERSONNEL ASSISTANT II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
14	PERSONNEL ASSISTANT III		-	5.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5.00
15	SECRETARY I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
16	SECRETARY II		-	-	-	-	-	-	-	-	10.00	-	15.00	-	20.00	-	-	-	45.00
17	SECRETARY III		5.00	-	5.00	-	5.00	-	-	5.00	-	50.00	-	-	-	10.00	5.00	13.00	98.00
	EXEMPT																		-
																			-
1	ACCOUNTANT I		-	-	-	-	-	5.00	-	-	-	-	-	-	-	-	-	-	5.00
2	ACCOUNTANT II		-	-	-	-	-	5.00	-	-	-	-	-	-	-	-	-	-	5.00
3	ACCOUNTANT III		-	-	-	-	-	5.00	-	-	-	-	-	-	-	-	-	-	5.00
4	BUSINESS MANAGEMENT SUPPORT		-	-	-	-	-	5.00	-	-	-	-	-	-	-	-	-	-	5.00
5	HR ASSISTANT		-	-	7.50	-	-	-	-	-	-	-	-	-	-	-	-	-	7.50
6	HR OPERATIONS ASSISTANT		-	-	20.00	-	-	-	-	-	-	-	-	-	-	-	-	-	20.00
7	INFORMATION TECHNOLOGY SPECIALIST		-	-	-	-	-	5.00	-	-	-	-	-	-	-	-	-	-	5.00
8	Logistics Specialist		-	-	-	-	-	-	-	-	-	-	-	-	25.00	-	-	-	25.00
9	PROCUREMENT ANALYST		-	-	-	-	-	-	-	-	-	-	10.00	-	-	-	-	-	10.00
10	PROCUREMENT BUSINESS SYSTEMS SUPPORT I (PBSS I)		-	-	-	-	-	-	-	-	-	-	5.00	-	-	-	-	-	5.00
11	PROCUREMENT BUSINESS SYSTEMS SUPPORT II (PBSS II)		-	-	-	-	-	-	-	-	-	-	5.00	-	-	-	-	-	5.00
12	PROCUREMENT SPECIALIST		-	-	-	-	-	-	-	-	-	-	15.00	-	-	-	-	-	15.00
13	Program Analyst I (E)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
14	Program Analyst II (E)		-	-	-	-	-	-	-	-	-	-	-	-	5.00	-	-	-	5.00
15	Program Manager (E)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
16	Project Management and Change Management Consultant		-	-	-	-	-	0.23	-	-	-	-	-	-	0.33	-	-	-	0.56
17	RECORDS MANAGEMENT SPECIALIST		-	-	-	-	-	-	2.00	-	-	-	-	-	-	-	-	-	2.00
18	RESOURCE ANALYST I		-	-	-	-	-	15.00	-	-	-	-	-	-	-	-	5.00	-	20.00
19	SAP CONSULTANT		-	-	-	-	-	5.00	-	-	-	-	-	-	-	-	-	-	5.00
20	SENIOR INTERNAL CONTROLS ANALYST		-	-	-	-	-	3.00	-	-	-	-	-	-	-	-	-	-	3.00
21	SENIOR RESOURCE ANALYST		-	-	-	-	-	9.00	-	-	-	-	-	-	-	-	-	-	9.00
22	TRAINING ASSISTANT (ADMIN SUPPORT)		-	-	10.00	-	-	-	-	-	-	-	-	-	-	-	-	-	10.00
23	TRAINING COORDINATOR		-	-	-	10.00	-	-	-	-	-	-	-	-	-	-	-	-	10.00
24	TRAINING INSTRUCTOR		-	-	-	20.00	-	-	-	-	-	-	-	-	-	-	-	-	20.00
25	TRAINING INSTRUCTOR LEAD		-	-	-	5.00	-	-	-	-	-	-	-	-	-	-	-	-	5.00
26	TRAINING MANAGER		-	-	-	5.00	-	-	-	-	-	-	-	-	-	-	-	-	5.00
27	TRAINING SPECIALIST (ADMIN SUPPORT)		-	-	5.00	-	-	-	-	-	-	-	-	-	-	-	-	-	5.00
28	TRAINING SPECIALIST (COMPUTER SUPPORT)		-	-	5.00	-	-	-	-	-	-	-	-	-	-	-	-	-	5.00
29	TRAINING SPECIALIST LEAD		-	-	5.00	-	-	-	-	-	-	-	-	-	-	-	-	-	5.00
	TOTAL		5.00	5.00	57.50	40.00	5.00	84.23	2.00	5.00	10.00	50.00	50.00	5.00	55.33	10.00	10.00	13.00	407.06

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Reference: RFP 5.3.1 VOLUME I, A. Staffing Plan - for labor Independent Gover

	Labor Category	$ RATE	Straight Time Rates x Straight Time Hours																
			AA	AJ	BA	BA-TT	CC	GG	IT	KT	LX	NE	OP	SA	TA	UB	VA	XA	SUM
1	ACCOUNTING CLERK I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2	ACCOUNTING CLERK II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
3	ACCOUNTING CLERK III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4	ADMINISTRATIVE ASSISTANT		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5	COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
6	COMPUTER SYSTEMS ANALYST I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
7	COMPUTER SYSTEMS ANALYST II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
8	COMPUTER SYSTEMS ANALYST III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9	GENERAL CLERK I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10	GENERAL CLERK II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11	GENERAL CLERK III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
12	PERSONNEL ASSISTANT I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13	PERSONNEL ASSISTANT II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
14	PERSONNEL ASSISTANT III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
15	SECRETARY I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
16	SECRETARY II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
17	SECRETARY III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	EXEMPT																		$ -
																			$ -
1	ACCOUNTANT I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2	ACCOUNTANT II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
3	ACCOUNTANT III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4	BUSINESS MANAGEMENT SUPPORT		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5	HR ASSISTANT		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
6	HR OPERATIONS ASSISTANT		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
7	INFORMATION TECHNOLOGY SPECIALIST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
8	Logistics Specialist		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9	PROCUREMENT ANALYST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
0	PROCUREMENT BUSINESS SYSTEMS SUPPORT I (PBSS I)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
1	PROCUREMENT BUSINESS SYSTEMS SUPPORT II (PBSS II)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2	PROCUREMENT SPECIALIST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
3	Program Analyst I (E)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4	Program Analyst II (E)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5	Program Manager (E)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
6	Project Management and Change Management Consultant		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
7	RECORDS MANAGEMENT SPECIALIST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
8	RESOURCE ANALYST I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9	SAP CONSULTANT		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
0	SENIOR INTERNAL CONTROLS ANALYST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
1	SENIOR RESOURCE ANALYST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2	TRAINING ASSISTANT (ADMIN SUPPORT)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
3	TRAINING COORDINATOR		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4	TRAINING INSTRUCTOR		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5	TRAINING INSTRUCTOR LEAD		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
6	TRAINING MANAGER		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
7	TRAINING SPECIALIST (ADMIN SUPPORT)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
8	TRAINING SPECIALIST (COMPUTER SUPPORT)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9	TRAINING SPECIALIST LEAD		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	TOTAL		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

6

Reference: RFP 5.3.1 VOLUME 1, A. Staffing Plan - for labor Independent Govern

	Labor Category	$ RATE	Straight Time Hours																
			AA	AJ	BA	BA-TT	CC	GG	IT	KT	LX	NE	OP	SA	TA	UB	VA	XA	SUM
1	ACCOUNTING CLERK I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2	ACCOUNTING CLERK II		-	-	-	-	-	41,600.00	-	-	-	-	-	-	-	-	-	-	41,600.00
3	ACCOUNTING CLERK III		-	-	-	-	-	3,576.00	-	-	-	-	-	-	9,208.00	-	-	-	12,784.00
4	ADMINISTRATIVE ASSISTANT		-	-	-	-	-	-	-	-	-	-	-	9,208.00	-	-	-	-	9,208.00
5	COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6	COMPUTER SYSTEMS ANALYST I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7	COMPUTER SYSTEMS ANALYST II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8	COMPUTER SYSTEMS ANALYST III		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
9	GENERAL CLERK I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10	GENERAL CLERK II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
11	GENERAL CLERK III		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
12	PERSONNEL ASSISTANT I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
13	PERSONNEL ASSISTANT II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
14	PERSONNEL ASSISTANT III		-	9,208.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	9,208.00
15	SECRETARY I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
16	SECRETARY II		-	-	-	-	-	-	-	-	18,416.00	-	27,624.00	-	36,832.00	-	-	-	82,872.00
17	SECRETARY III		9,208.00	-	9,208.00	-	9,208.00	-	-	9,208.00	-	94,520.00	-	-	-	18,416.00	9,208.00	21,992.00	180,968.00
	EXEMPT																		
																			-
1	ACCOUNTANT I		-	-	-	-	-	9,208.00	-	-	-	-	-	-	-	-	-	-	9,208.00
2	ACCOUNTANT II		-	-	-	-	-	9,208.00	-	-	-	-	-	-	-	-	-	-	9,208.00
3	ACCOUNTANT III		-	-	-	-	-	9,208.00	-	-	-	-	-	-	-	-	-	-	9,208.00
4	BUSINESS MANAGEMENT SUPPORT		-	-	-	-	-	9,208.00	-	-	-	-	-	-	-	-	-	-	9,208.00
5	HR ASSISTANT		-	-	13,812.00	-	-	-	-	-	-	-	-	-	-	-	-	-	13,812.00
6	HR OPERATIONS ASSISTANT		-	-	36,832.00	-	-	-	-	-	-	-	-	-	-	-	-	-	36,832.00
7	INFORMATION TECHNOLOGY SPECIALIST		-	-	-	-	-	9,208.00	-	-	-	-	-	-	-	-	-	-	9,208.00
8	Logistics Specialist		-	-	-	-	-	-	-	-	-	-	-	-	46,040.00	-	-	-	46,040.00
9	PROCUREMENT ANALYST		-	-	-	-	-	-	-	-	-	-	18,416.00	-	-	-	-	-	18,416.00
10	PROCUREMENT BUSINESS SYSTEMS SUPPORT I (PBSS I)		-	-	-	-	-	-	-	-	-	-	9,208.00	-	-	-	-	-	9,208.00
11	PROCUREMENT BUSINESS SYSTEMS SUPPORT II (PBSS II)		-	-	-	-	-	-	-	-	-	-	9,208.00	-	-	-	-	-	9,208.00
12	PROCUREMENT SPECIALIST		-	-	-	-	-	-	-	-	-	-	27,624.00	-	-	-	-	-	27,624.00
13	Program Analyst I (E)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
14	Program Analyst II (E)		-	-	-	-	-	-	-	-	-	-	-	-	9,208.00	-	-	-	9,208.00
15	Program Manager (E)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
16	Project Management and Change Management Consultant		-	-	-	-	-	274.16	-	-	-	-	-	-	393.36	-	-	-	667.52
17	RECORDS MANAGEMENT SPECIALIST		-	-	-	-	-	-	2,384.00	-	-	-	-	-	-	-	-	-	2,384.00
18	RESOURCE ANALYST I		-	-	-	-	-	27,624.00	-	-	-	-	-	-	-	-	9,208.00	-	36,832.00
19	SAP CONSULTANT		-	-	-	-	-	9,208.00	-	-	-	-	-	-	-	-	-	-	9,208.00
20	SENIOR INTERNAL CONTROLS ANALYST		-	-	-	-	-	5,524.80	-	-	-	-	-	-	-	-	-	-	5,524.80
21	SENIOR RESOURCE ANALYST		-	-	-	-	-	16,574.40	-	-	-	-	-	-	-	-	-	-	16,574.40
22	TRAINING ASSISTANT (ADMIN SUPPORT)		-	-	18,416.00	-	-	-	-	-	-	-	-	-	-	-	-	-	18,416.00
23	TRAINING COORDINATOR		-	-	-	18,416.00	-	-	-	-	-	-	-	-	-	-	-	-	18,416.00
24	TRAINING INSTRUCTOR		-	-	-	36,832.00	-	-	-	-	-	-	-	-	-	-	-	-	36,832.00
25	TRAINING INSTRUCTOR LEAD		-	-	-	9,208.00	-	-	-	-	-	-	-	-	-	-	-	-	9,208.00
26	TRAINING MANAGER		-	-	-	9,208.00	-	-	-	-	-	-	-	-	-	-	-	-	9,208.00
27	TRAINING SPECIALIST (ADMIN SUPPORT)		-	-	9,208.00	-	-	-	-	-	-	-	-	-	-	-	-	-	9,208.00
28	TRAINING SPECIALIST (COMPUTER SUPPORT)		-	-	9,208.00	-	-	-	-	-	-	-	-	-	-	-	-	-	9,208.00
29	TRAINING SPECIALIST LEAD		-	-	9,208.00	-	-	-	-	-	-	-	-	-	-	-	-	-	9,208.00
	TOTAL		9,208.00	9,208.00	105,892.00	73,664.00	9,208.00	150,421.36	2,384.00	9,208.00	18,416.00	94,520.00	92,080.00	9,208.00	101,681.36	18,416.00	18,416.00	21,992.00	743,922.72

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Reference: RFP 5.3.1 VOLUME I A Staffing Plan - for labor Independent Government Estimate (IGE) provided

	Labor Category	$ RATE	Work Year Equivalents (WYE)																
			AA	AJ	BA	BA-TT	CC	GG	IT	KT	LX	NE	OP	SA	TA	UB	VA	XA	SUM
1	ACCOUNTING CLERK I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2	ACCOUNTING CLERK II		-	-	-	-	-	24.00	-	-	-	-	-	-	-	-	-	-	24.00
3	ACCOUNTING CLERK III		-	-	-	-	-	3.00	-	-	-	-	-	-	5.00	-	-	-	8.00
4	ADMINISTRATIVE ASSISTANT		-	-	-	-	-	-	-	-	-	-	-	5.00	-	-	-	-	5.00
5	COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6	COMPUTER SYSTEMS ANALYST I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7	COMPUTER SYSTEMS ANALYST II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8	COMPUTER SYSTEMS ANALYST III		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
9	GENERAL CLERK I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10	GENERAL CLERK II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
11	GENERAL CLERK III		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
12	PERSONNEL ASSISTANT I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
13	PERSONNEL ASSISTANT II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
14	PERSONNEL ASSISTANT III		-	5.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5.00
15	SECRETARY I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
16	SECRETARY II		-	-	-	-	-	-	-	-	10.00	-	15.00	-	20.00	-	-	-	45.00
17	SECRETARY III		5.00	-	5.00	-	5.00	-	-	5.00	-	50.00	-	-	-	10.00	5.00	13.00	98.00
	EXEMPT																		-
1	ACCOUNTANT I		-	-	-	-	-	5.00	-	-	-	-	-	-	-	-	-	-	5.00
2	ACCOUNTANT II		-	-	-	-	-	5.00	-	-	-	-	-	-	-	-	-	-	5.00
3	ACCOUNTANT III		-	-	-	-	-	5.00	-	-	-	-	-	-	-	-	-	-	5.00
4	BUSINESS MANAGEMENT SUPPORT		-	-	-	-	-	5.00	-	-	-	-	-	-	-	-	-	-	5.00
5	HR ASSISTANT		-	-	7.50	-	-	-	-	-	-	-	-	-	-	-	-	-	7.50
6	HR OPERATIONS ASSISTANT		-	-	20.00	-	-	-	-	-	-	-	-	-	-	-	-	-	20.00
7	INFORMATION TECHNOLOGY SPECIALIST		-	-	-	-	-	5.00	-	-	-	-	-	-	-	-	-	-	5.00
8	Logistics Specialist		-	-	-	-	-	-	-	-	-	-	-	-	25.00	-	-	-	25.00
9	PROCUREMENT ANALYST		-	-	-	-	-	-	-	-	-	-	10.00	-	-	-	-	-	10.00
10	PROCUREMENT BUSINESS SYSTEMS SUPPORT I (PBSS I)		-	-	-	-	-	-	-	-	-	-	5.00	-	-	-	-	-	5.00
11	PROCUREMENT BUSINESS SYSTEMS SUPPORT II (PBSS II)		-	-	-	-	-	-	-	-	-	-	5.00	-	-	-	-	-	5.00
12	PROCUREMENT SPECIALIST		-	-	-	-	-	-	-	-	-	-	15.00	-	-	-	-	-	15.00
13	Program Analyst I (E)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
14	Program Analyst II (E)		-	-	-	-	-	-	-	-	-	-	-	-	5.00	-	-	-	5.00
15	Program Manager (E)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
16	Project Management and Change Management Consultant		-	-	-	-	-	0.23	-	-	-	-	-	-	0.33	-	-	-	0.56
17	RECORDS MANAGEMENT SPECIALIST		-	-	-	-	-	-	2.00	-	-	-	-	-	-	-	-	-	2.00
18	RESOURCE ANALYST I		-	-	-	-	-	15.00	-	-	-	-	-	-	-	-	5.00	-	20.00
19	SAP CONSULTANT		-	-	-	-	-	5.00	-	-	-	-	-	-	-	-	-	-	5.00
20	SENIOR INTERNAL CONTROLS ANALYST		-	-	-	-	-	3.00	-	-	-	-	-	-	-	-	-	-	3.00
21	SENIOR RESOURCE ANALYST		-	-	-	-	-	9.00	-	-	-	-	-	-	-	-	-	-	9.00
22	TRAINING ASSISTANT (ADMIN SUPPORT)		-	-	10.00	-	-	-	-	-	-	-	-	-	-	-	-	-	10.00
23	TRAINING COORDINATOR		-	-	-	10.00	-	-	-	-	-	-	-	-	-	-	-	-	10.00
24	TRAINING INSTRUCTOR		-	-	-	20.00	-	-	-	-	-	-	-	-	-	-	-	-	20.00
25	TRAINING INSTRUCTOR LEAD		-	-	-	5.00	-	-	-	-	-	-	-	-	-	-	-	-	5.00
26	TRAINING MANAGER		-	-	-	5.00	-	-	-	-	-	-	-	-	-	-	-	-	5.00
27	TRAINING SPECIALIST (ADMIN SUPPORT)		-	-	5.00	-	-	-	-	-	-	-	-	-	-	-	-	-	5.00
28	TRAINING SPECIALIST (COMPUTER SUPPORT)		-	-	5.00	-	-	-	-	-	-	-	-	-	-	-	-	-	5.00
29	TRAINING SPECIALIST LEAD		-	-	5.00	-	-	-	-	-	-	-	-	-	-	-	-	-	5.00
	TOTAL		5.00	5.00	57.50	40.00	5.00	84.23	2.00	5.00	10.00	50.00	50.00	5.00	55.33	10.00	10.00	13.00	407.06

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Reference: RFP 5.3 * VOLUME I, A. Staffing Plan - for labor independent Govern

	Labor Category	$ RATE	Overtime Rates x Overtime Hours																
			AA	AJ	BA	BA-TT	CC	GG	IT	KT	LX	NE	OP	SA	TA	UB	VA	XA	SUM
1	ACCOUNTING CLERK I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2	ACCOUNTING CLERK II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
3	ACCOUNTING CLERK III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4	ADMINISTRATIVE ASSISTANT		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5	COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
6	COMPUTER SYSTEMS ANALYST I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
7	COMPUTER SYSTEMS ANALYST II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
8	COMPUTER SYSTEMS ANALYST III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9	GENERAL CLERK I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10	GENERAL CLERK II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11	GENERAL CLERK III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
12	PERSONNEL ASSISTANT I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13	PERSONNEL ASSISTANT II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
14	PERSONNEL ASSISTANT III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
15	SECRETARY I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
16	SECRETARY II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
17	SECRETARY III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	EXEMPT																		$ -
1	ACCOUNTANT I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2	ACCOUNTANT II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
3	ACCOUNTANT III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4	BUSINESS MANAGEMENT SUPPORT		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5	HR ASSISTANT		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
6	HR OPERATIONS ASSISTANT		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
7	INFORMATION TECHNOLOGY SPECIALIST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
8	Logistics Specialist		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9	PROCUREMENT ANALYST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10	PROCUREMENT BUSINESS SYSTEMS SUPPORT I (PBSS I)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11	PROCUREMENT BUSINESS SYSTEMS SUPPORT II (PBSS II)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
12	PROCUREMENT SPECIALIST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13	Program Analyst I (E)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
14	Program Analyst II (E)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
15	Program Manager (E)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
16	Project Management and Change Management Consultant		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
17	RECORDS MANAGEMENT SPECIALIST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
18	RESOURCE ANALYST I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
19	SAP CONSULTANT		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
20	SENIOR INTERNAL CONTROLS ANALYST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
21	SENIOR RESOURCE ANALYST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
22	TRAINING ASSISTANT (ADMIN SUPPORT)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
23	TRAINING COORDINATOR		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
24	TRAINING INSTRUCTOR		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
25	TRAINING INSTRUCTOR LEAD		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
26	TRAINING MANAGER		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
27	TRAINING SPECIALIST (ADMIN SUPPORT)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
28	TRAINING SPECIALIST (COMPUTER SUPPORT)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
29	TRAINING SPECIALIST LEAD		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	TOTAL		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

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Reference: RFP 5.3.1 VOLUME 1, A. Staffing Plan - for labor Independent Govern

	Labor Category	$ RATE	OVERTIME Hours																
			AA	AJ	BA	BA-TT	CC	GG	IT	KT	LX	NE	OP	SA	TA	UB	VA	XA	SUM
1	ACCOUNTING CLERK I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2	ACCOUNTING CLERK II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3	ACCOUNTING CLERK III		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4	ADMINISTRATIVE ASSISTANT		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5	COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6	COMPUTER SYSTEMS ANALYST I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7	COMPUTER SYSTEMS ANALYST II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8	COMPUTER SYSTEMS ANALYST III		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
9	GENERAL CLERK I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10	GENERAL CLERK II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
11	GENERAL CLERK III		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
12	PERSONNEL ASSISTANT I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
13	PERSONNEL ASSISTANT II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
14	PERSONNEL ASSISTANT III		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
15	SECRETARY I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
16	SECRETARY II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
17	SECRETARY III		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	EXEMPT																		-
1	ACCOUNTANT I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2	ACCOUNTANT II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3	ACCOUNTANT III		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4	BUSINESS MANAGEMENT SUPPORT		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5	HR ASSISTANT		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6	HR OPERATIONS ASSISTANT		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7	INFORMATION TECHNOLOGY SPECIALIST		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8	Logistics Specialist		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
9	PROCUREMENT ANALYST		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10	PROCUREMENT BUSINESS SYSTEMS SUPPORT I (PBSS I)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
11	PROCUREMENT BUSINESS SYSTEMS SUPPORT II (PBSS II)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
12	PROCUREMENT SPECIALIST		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
13	Program Analyst I (E)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
14	Program Analyst II (E)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
15	Program Manager (E)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
16	Project Management and Change Management Consultant		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
17	RECORDS MANAGEMENT SPECIALIST		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
18	RESOURCE ANALYST I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
19	SAP CONSULTANT		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
20	SENIOR INTERNAL CONTROLS ANALYST		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
21	SENIOR RESOURCE ANALYST		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
22	TRAINING ASSISTANT (ADMIN SUPPORT)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
23	TRAINING COORDINATOR		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
24	TRAINING INSTRUCTOR		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
25	TRAINING INSTRUCTOR LEAD		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
26	TRAINING MANAGER		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
27	TRAINING SPECIALIST (ADMIN SUPPORT)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
28	TRAINING SPECIALIST (COMPUTER SUPPORT)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
29	TRAINING SPECIALIST LEAD		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	TOTAL		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

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Reference: RFP 5.3.1 VOLUME I A Staffing Plan - for labor independent Government Estimate (IGE) provided

			Work Year Equivalents (WYE)															
	Labor Category	$ RATE	AA	AJ	BA	BA-TT	CC	GG	IT	KT	LX	NE	OP	SA	TA	UB	VA	XA	SUM
1	ACCOUNTING CLERK I																		-
2	ACCOUNTING CLERK II							4.00											4.00
3	ACCOUNTING CLERK III														1.00				1.00
4	ADMINISTRATIVE ASSISTANT													1.00					1.00
5	COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR																		-
6	COMPUTER SYSTEMS ANALYST I																		-
7	COMPUTER SYSTEMS ANALYST II																		-
8	COMPUTER SYSTEMS ANALYST III																		-
9	GENERAL CLERK I																		-
10	GENERAL CLERK II																		-
11	GENERAL CLERK III																		-
12	PERSONNEL ASSISTANT I																		-
13	PERSONNEL ASSISTANT II																		-
14	PERSONNEL ASSISTANT III			1.00															1.00
15	SECRETARY I																		-
16	SECRETARY II										2.00		3.00		4.00				9.00
17	SECRETARY III		1.00		1.00		1.00			1.00		11.00				2.00	1.00	-	18.00
	EXEMPT																		-
																			-
1	ACCOUNTANT I							1.00											1.00
2	ACCOUNTANT II							1.00											1.00
3	ACCOUNTANT III							1.00											1.00
4	BUSINESS MANAGEMENT SUPPORT							1.00											1.00
5	HR ASSISTANT				1.50														1.50
6	HR OPERATIONS ASSISTANT				4.00														4.00
7	INFORMATION TECHNOLOGY SPECIALIST							1.00											1.00
8	Logistics Specialist														5.00				5.00
9	PROCUREMENT ANALYST												2.00						2.00
10	PROCUREMENT BUSINESS SYSTEMS SUPPORT I (PBSS I)												1.00						1.00
11	PROCUREMENT BUSINESS SYSTEMS SUPPORT II (PBSS II)												1.00						1.00
12	PROCUREMENT SPECIALIST												3.00						3.00
13	Program Analyst I (E)																		-
14	Program Analyst II (E)														1.00				1.00
15	Program Manager (E)																		-
16	Project Management and Change Management Consultant																		-
17	RECORDS MANAGEMENT SPECIALIST																		-
18	RESOURCE ANALYST I							3.00									1.00		4.00
19	SAP CONSULTANT							1.00											1.00
20	SENIOR INTERNAL CONTROLS ANALYST							0.60											0.60
21	SENIOR RESOURCE ANALYST							1.80											1.80
22	TRAINING ASSISTANT (ADMIN SUPPORT)				2.00														2.00
23	TRAINING COORDINATOR					2.00													2.00
24	TRAINING INSTRUCTOR					4.00													4.00
25	TRAINING INSTRUCTOR LEAD					1.00													1.00
26	TRAINING MANAGER					1.00													1.00
27	TRAINING SPECIALIST (ADMIN SUPPORT)				1.00														1.00
28	TRAINING SPECIALIST (COMPUTER SUPPORT)				1.00														1.00
29	TRAINING SPECIALIST LEAD				1.00														1.00
	TOTAL		1.00	1.00	11.50	8.00	1.00	15.40	-	1.00	2.00	11.00	10.00	1.00	11.00	2.00	2.00	-	77.90

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Reference RFP 5.3.1 VOLUME I, A Staffing Plan - for labor Independent Govern

	Labor Category	$ RATE	Straight Time Rates x Straight Time Hours																
			AA	AJ	BA	BA-TT	CC	GG	IT	KT	LX	NE	OP	SA	TA	UB	VA	XA	SUM
1	ACCOUNTING CLERK I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2	ACCOUNTING CLERK II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
3	ACCOUNTING CLERK III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4	ADMINISTRATIVE ASSISTANT		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5	COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
6	COMPUTER SYSTEMS ANALYST I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
7	COMPUTER SYSTEMS ANALYST II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
8	COMPUTER SYSTEMS ANALYST III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9	GENERAL CLERK I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10	GENERAL CLERK II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11	GENERAL CLERK III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
12	PERSONNEL ASSISTANT I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13	PERSONNEL ASSISTANT II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
14	PERSONNEL ASSISTANT III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
15	SECRETARY I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
16	SECRETARY II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
17	SECRETARY III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	EXEMPT																		$ -
																			$ -
1	ACCOUNTANT I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2	ACCOUNTANT II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
3	ACCOUNTANT III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4	BUSINESS MANAGEMENT SUPPORT		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5	HR ASSISTANT		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
6	HR OPERATIONS ASSISTANT		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
7	INFORMATION TECHNOLOGY SPECIALIST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
8	Logistics Specialist		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9	PROCUREMENT ANALYST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10	PROCUREMENT BUSINESS SYSTEMS SUPPORT I (PBSS I)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11	PROCUREMENT BUSINESS SYSTEMS SUPPORT II (PBSS II)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
12	PROCUREMENT SPECIALIST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13	Program Analyst I (E)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
14	Program Analyst II (E)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
15	Program Manager (E)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
16	Project Management and Change Management Consultant		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
17	RECORDS MANAGEMENT SPECIALIST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
18	RESOURCE ANALYST I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
19	SAP CONSULTANT		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
20	SENIOR INTERNAL CONTROLS ANALYST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
21	SENIOR RESOURCE ANALYST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
22	TRAINING ASSISTANT (ADMIN SUPPORT)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
23	TRAINING COORDINATOR		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
24	TRAINING INSTRUCTOR		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
25	TRAINING INSTRUCTOR LEAD		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
26	TRAINING MANAGER		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
27	TRAINING SPECIALIST (ADMIN SUPPORT)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
28	TRAINING SPECIALIST (COMPUTER SUPPORT)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
29	TRAINING SPECIALIST LEAD		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	TOTAL		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

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Reference: RFP 5.3.1 VOLUME I A Staffing Plan - for labor Independent Govern

	Labor Category	$ RATE	Straight Time Hours																
			AA	AJ	BA	BA-TT	CC	GG	IT	KT	LX	NE	OP	SA	TA	UB	VA	XA	SUM
1	ACCOUNTING CLERK I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2	ACCOUNTING CLERK II		-	-	-	-	-	8,000.00	-	-	-	-	-	-	-	-	-	-	8,000.00
3	ACCOUNTING CLERK III		-	-	-	-	-	-	-	-	-	-	-	-	2,000.00	-	-	-	2,000.00
4	ADMINISTRATIVE ASSISTANT		-	-	-	-	-	-	-	-	-	-	-	2,000.00	-	-	-	-	2,000.00
5	COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6	COMPUTER SYSTEMS ANALYST I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7	COMPUTER SYSTEMS ANALYST II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8	COMPUTER SYSTEMS ANALYST III		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
9	GENERAL CLERK I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10	GENERAL CLERK II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
11	GENERAL CLERK III		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
12	PERSONNEL ASSISTANT I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
13	PERSONNEL ASSISTANT II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
14	PERSONNEL ASSISTANT III		-	2,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,000.00
15	SECRETARY I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
16	SECRETARY II		-	-	-	-	-	-	-	-	4,000.00	-	6,000.00	-	8,000.00	-	-	-	18,000.00
17	SECRETARY III		2,000.00	-	2,000.00	-	2,000.00	-	-	2,000.00	-	22,000.00	-	-	-	4,000.00	2,000.00	-	36,000.00
	EXEMPT																		-
																			-
1	ACCOUNTANT I		-	-	-	-	-	2,000.00	-	-	-	-	-	-	-	-	-	-	2,000.00
2	ACCOUNTANT II		-	-	-	-	-	2,000.00	-	-	-	-	-	-	-	-	-	-	2,000.00
3	ACCOUNTANT III		-	-	-	-	-	2,000.00	-	-	-	-	-	-	-	-	-	-	2,000.00
4	BUSINESS MANAGEMENT SUPPORT		-	-	-	-	-	2,000.00	-	-	-	-	-	-	-	-	-	-	2,000.00
5	HR ASSISTANT		-	-	3,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	3,000.00
6	HR OPERATIONS ASSISTANT		-	-	8,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	8,000.00
7	INFORMATION TECHNOLOGY SPECIALIST		-	-	-	-	-	2,000.00	-	-	-	-	-	-	-	-	-	-	2,000.00
8	Logistics Specialist		-	-	-	-	-	-	-	-	-	-	-	-	10,000.00	-	-	-	10,000.00
9	PROCUREMENT ANALYST		-	-	-	-	-	-	-	-	-	-	4,000.00	-	-	-	-	-	4,000.00
10	PROCUREMENT BUSINESS SYSTEMS SUPPORT I (PBSS I)		-	-	-	-	-	-	-	-	-	-	2,000.00	-	-	-	-	-	2,000.00
11	PROCUREMENT BUSINESS SYSTEMS SUPPORT II (PBSS II)		-	-	-	-	-	-	-	-	-	-	2,000.00	-	-	-	-	-	2,000.00
12	PROCUREMENT SPECIALIST		-	-	-	-	-	-	-	-	-	-	6,000.00	-	-	-	-	-	6,000.00
13	Program Analyst I (E)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
14	Program Analyst II (E)		-	-	-	-	-	-	-	-	-	-	-	-	2,000.00	-	-	-	2,000.00
15	Program Manager (E)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
16	Project Management and Change Management Consultant		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
17	RECORDS MANAGEMENT SPECIALIST		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
18	RESOURCE ANALYST I		-	-	-	-	-	6,000.00	-	-	-	-	-	-	-	-	2,000.00	-	8,000.00
19	SAP CONSULTANT		-	-	-	-	-	2,000.00	-	-	-	-	-	-	-	-	-	-	2,000.00
20	SENIOR INTERNAL CONTROLS ANALYST		-	-	-	-	-	1,200.00	-	-	-	-	-	-	-	-	-	-	1,200.00
21	SENIOR RESOURCE ANALYST		-	-	-	-	-	3,600.00	-	-	-	-	-	-	-	-	-	-	3,600.00
22	TRAINING ASSISTANT (ADMIN SUPPORT)		-	-	4,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	4,000.00
23	TRAINING COORDINATOR		-	-	-	4,000.00	-	-	-	-	-	-	-	-	-	-	-	-	4,000.00
24	TRAINING INSTRUCTOR		-	-	-	8,000.00	-	-	-	-	-	-	-	-	-	-	-	-	8,000.00
25	TRAINING INSTRUCTOR LEAD		-	-	-	2,000.00	-	-	-	-	-	-	-	-	-	-	-	-	2,000.00
26	TRAINING MANAGER		-	-	-	2,000.00	-	-	-	-	-	-	-	-	-	-	-	-	2,000.00
27	TRAINING SPECIALIST (ADMIN SUPPORT)		-	-	2,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	2,000.00
28	TRAINING SPECIALIST (COMPUTER SUPPORT)		-	-	2,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	2,000.00
29	TRAINING SPECIALIST LEAD		-	-	2,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	2,000.00
	TOTAL		2,000.00	2,000.00	23,000.00	16,000.00	2,000.00	30,800.00	-	2,000.00	4,000.00	22,000.00	20,000.00	2,000.00	22,000.00	4,000.00	4,000.00	-	155,800.00

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Reference: F&P 5.3.1 VOLUME I A. Staffing Plan - for labor Independent Government Estimate (IGE) provided

	Labor Category	$ RATE	Work Year Equivalents (WYE)																
			AA	AJ	BA	BA-TT	CC	GG	IT	KT	LX	NE	OP	SA	TA	UB	VA	XA	SUM
1	ACCOUNTING CLERK I																		-
2	ACCOUNTING CLERK II							4.00											4.00
3	ACCOUNTING CLERK III														1.00				1.00
4	ADMINISTRATIVE ASSISTANT													1.00					1.00
5	COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR																		-
6	COMPUTER SYSTEMS ANALYST I																		-
7	COMPUTER SYSTEMS ANALYST II																		-
8	COMPUTER SYSTEMS ANALYST III																		-
9	GENERAL CLERK I																		-
10	GENERAL CLERK II																		-
11	GENERAL CLERK III																		-
12	PERSONNEL ASSISTANT I																		-
13	PERSONNEL ASSISTANT II																		-
14	PERSONNEL ASSISTANT III			1.00															1.00
15	SECRETARY I																		-
16	SECRETARY II										2.00		3.00		4.00				9.00
17	SECRETARY III		1.00		1.00		1.00			1.00		11.00				2.00	1.00		18.00
	EXEMPT																		-
																			-
1	ACCOUNTANT I							1.00											1.00
2	ACCOUNTANT II							1.00											1.00
3	ACCOUNTANT III							1.00											1.00
4	BUSINESS MANAGEMENT SUPPORT							1.00											1.00
5	HR ASSISTANT				1.50														1.50
6	HR OPERATIONS ASSISTANT				4.00														4.00
7	INFORMATION TECHNOLOGY SPECIALIST							1.00											1.00
8	Logistics Specialist														5.00				5.00
9	PROCUREMENT ANALYST												2.00						2.00
10	PROCUREMENT BUSINESS SYSTEMS SUPPORT I (PBSS I)												1.00						1.00
11	PROCUREMENT BUSINESS SYSTEMS SUPPORT II (PBSS II)												1.00						1.00
12	PROCUREMENT SPECIALIST												3.00						3.00
13	Program Analyst I (E)																		-
14	Program Analyst II (E)														1.00				1.00
15	Program Manager (E)																		-
16	Project Management and Change Management Consultant																		-
17	RECORDS MANAGEMENT SPECIALIST																		-
18	RESOURCE ANALYST I							3.00									1.00		4.00
19	SAP CONSULTANT							1.00											1.00
20	SENIOR INTERNAL CONTROLS ANALYST							0.60											0.60
21	SENIOR RESOURCE ANALYST							1.80											1.80
22	TRAINING ASSISTANT (ADMIN SUPPORT)				2.00														2.00
23	TRAINING COORDINATOR					2.00													2.00
24	TRAINING INSTRUCTOR					4.00													4.00
25	TRAINING INSTRUCTOR LEAD					1.00													1.00
26	TRAINING MANAGER					1.00													1.00
27	TRAINING SPECIALIST (ADMIN SUPPORT)				1.00														1.00
28	TRAINING SPECIALIST (COMPUTER SUPPORT)				1.00														1.00
29	TRAINING SPECIALIST LEAD				1.00														1.00
	TOTAL		1.00	1.00	11.50	8.00	1.00	15.40	-	1.00	2.00	11.00	10.00	1.00	11.00	2.00	2.00	-	77.90

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Reference: RFP 5.3.1 VOLUME I, A. Staffing Plan - for labor Independent Govern

	Labor Category	$ RATE	Overtime Rates x Overtime Hours																
			AA	AJ	BA	BA-TT	CC	GG	IT	KT	LX	NE	OP	SA	TA	UB	VA	XA	SUM
1	ACCOUNTING CLERK I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2	ACCOUNTING CLERK II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
3	ACCOUNTING CLERK III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4	ADMINISTRATIVE ASSISTANT		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5	COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
6	COMPUTER SYSTEMS ANALYST I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
7	COMPUTER SYSTEMS ANALYST II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
8	COMPUTER SYSTEMS ANALYST III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9	GENERAL CLERK I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10	GENERAL CLERK II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11	GENERAL CLERK III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
12	PERSONNEL ASSISTANT I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13	PERSONNEL ASSISTANT II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
14	PERSONNEL ASSISTANT III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
15	SECRETARY I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
16	SECRETARY II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
17	SECRETARY III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	EXEMPT																		$ -
																			$ -
1	ACCOUNTANT I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2	ACCOUNTANT II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
3	ACCOUNTANT III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4	BUSINESS MANAGEMENT SUPPORT		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5	HR ASSISTANT		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
6	HR OPERATIONS ASSISTANT		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
7	INFORMATION TECHNOLOGY SPECIALIST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
8	Logistics Specialist		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9	PROCUREMENT ANALYST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10	PROCUREMENT BUSINESS SYSTEMS SUPPORT I (PBSS I)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11	PROCUREMENT BUSINESS SYSTEMS SUPPORT II (PBSS II)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
12	PROCUREMENT SPECIALIST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13	Program Analyst I (E)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
14	Program Analyst II (E)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
15	Program Manager (E)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
16	Project Management and Change Management Consultant		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
17	RECORDS MANAGEMENT SPECIALIST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
18	RESOURCE ANALYST I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
19	SAP CONSULTANT		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
20	SENIOR INTERNAL CONTROLS ANALYST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
21	SENIOR RESOURCE ANALYST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
22	TRAINING ASSISTANT (ADMIN SUPPORT)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
23	TRAINING COORDINATOR		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
24	TRAINING INSTRUCTOR		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
25	TRAINING INSTRUCTOR LEAD		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
26	TRAINING MANAGER		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
27	TRAINING SPECIALIST (ADMIN SUPPORT)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
28	TRAINING SPECIALIST (COMPUTER SUPPORT)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
29	TRAINING SPECIALIST LEAD		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	TOTAL		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

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Reference: RFP 5.3.1 VOLUME I, A Staffing Plan - for labor independent Govern

	Labor Category	$ RATE	OVERTIME Hours																
			AA	AJ	BA	BA-TT	CC	GG	IT	KT	LX	NE	OP	SA	TA	UB	VA	XA	SUM
1	ACCOUNTING CLERK I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2	ACCOUNTING CLERK II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3	ACCOUNTING CLERK III		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4	ADMINISTRATIVE ASSISTANT		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5	COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6	COMPUTER SYSTEMS ANALYST I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7	COMPUTER SYSTEMS ANALYST II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8	COMPUTER SYSTEMS ANALYST III		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
9	GENERAL CLERK I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10	GENERAL CLERK II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
11	GENERAL CLERK III		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
12	PERSONNEL ASSISTANT I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
13	PERSONNEL ASSISTANT II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
14	PERSONNEL ASSISTANT III		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
15	SECRETARY I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
16	SECRETARY II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
17	SECRETARY III		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	EXEMPT																		-
																			-
1	ACCOUNTANT I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2	ACCOUNTANT II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3	ACCOUNTANT III		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4	BUSINESS MANAGEMENT SUPPORT		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5	HR ASSISTANT		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6	HR OPERATIONS ASSISTANT		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7	INFORMATION TECHNOLOGY SPECIALIST		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8	Logistics Specialist		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
9	PROCUREMENT ANALYST		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10	PROCUREMENT BUSINESS SYSTEMS SUPPORT I (PBSS I)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
11	PROCUREMENT BUSINESS SYSTEMS SUPPORT II (PBSS II)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
12	PROCUREMENT SPECIALIST		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
13	Program Analyst I (E)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
14	Program Analyst II (E)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
15	Program Manager (E)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
16	Project Management and Change Management Consultant		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
17	RECORDS MANAGEMENT SPECIALIST		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
18	RESOURCE ANALYST I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
19	SAP CONSULTANT		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
20	SENIOR INTERNAL CONTROLS ANALYST		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
21	SENIOR RESOURCE ANALYST		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
22	TRAINING ASSISTANT (ADMIN SUPPORT)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
23	TRAINING COORDINATOR		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
24	TRAINING INSTRUCTOR		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
25	TRAINING INSTRUCTOR LEAD		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
26	TRAINING MANAGER		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
27	TRAINING SPECIALIST (ADMIN SUPPORT)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
28	TRAINING SPECIALIST (COMPUTER SUPPORT)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
29	TRAINING SPECIALIST LEAD		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	TOTAL		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

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Reference: RFP 5.3.1 VOLUME I, A Staffing Plan - for labor Independent Government Estimate (IGE) provided

			Work Year Equivalents (WYE)															
	Labor Category	$ RATE	AA	AJ	BA	BA-TT	CC	GG	IT	KT	LX	NE	OP	SA	TA	UB	VA	XA	SUM
1	ACCOUNTING CLERK I																		-
2	ACCOUNTING CLERK II							4.00											4.00
3	ACCOUNTING CLERK III														1.00				1.00
4	ADMINISTRATIVE ASSISTANT													1.00					1.00
5	COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR																		-
6	COMPUTER SYSTEMS ANALYST I																		-
7	COMPUTER SYSTEMS ANALYST II																		-
8	COMPUTER SYSTEMS ANALYST III																		-
9	GENERAL CLERK I																		-
10	GENERAL CLERK II																		-
11	GENERAL CLERK III																		-
12	PERSONNEL ASSISTANT I																		-
13	PERSONNEL ASSISTANT II																		-
14	PERSONNEL ASSISTANT III			1.00															1.00
15	SECRETARY I																		-
16	SECRETARY II										2.00		3.00		4.00				9.00
17	SECRETARY III		1.00		1.00		1.00			1.00		11.00				2.00	1.00		18.00
	EXEMPT																		-
																			-
1	ACCOUNTANT I							1.00											1.00
2	ACCOUNTANT II							1.00											1.00
3	ACCOUNTANT III							1.00											1.00
4	BUSINESS MANAGEMENT SUPPORT							1.00											1.00
5	HR ASSISTANT				1.50														1.50
6	HR OPERATIONS ASSISTANT				4.00														4.00
7	INFORMATION TECHNOLOGY SPECIALIST							1.00											1.00
8	Logistics Specialist														5.00				5.00
9	PROCUREMENT ANALYST												2.00						2.00
10	PROCUREMENT BUSINESS SYSTEMS SUPPORT I (PBSS I)												1.00						1.00
11	PROCUREMENT BUSINESS SYSTEMS SUPPORT II (PBSS II)												1.00						1.00
12	PROCUREMENT SPECIALIST												3.00						3.00
13	Program Analyst I (E)																		-
14	Program Analyst II (E)														1.00				1.00
15	Program Manager (E)																		-
16	Project Management and Change Management Consultant																		-
17	RECORDS MANAGEMENT SPECIALIST																		-
18	RESOURCE ANALYST I							3.00									1.00		4.00
19	SAP CONSULTANT							1.00											1.00
20	SENIOR INTERNAL CONTROLS ANALYST							0.60											0.60
21	SENIOR RESOURCE ANALYST							1.80											1.80
22	TRAINING ASSISTANT (ADMIN SUPPORT)				2.00														2.00
23	TRAINING COORDINATOR					2.00													2.00
24	TRAINING INSTRUCTOR					4.00													4.00
25	TRAINING INSTRUCTOR LEAD					1.00													1.00
26	TRAINING MANAGER					1.00													1.00
27	TRAINING SPECIALIST (ADMIN SUPPORT)				1.00														1.00
28	TRAINING SPECIALIST (COMPUTER SUPPORT)				1.00														1.00
29	TRAINING SPECIALIST LEAD				1.00														1.00
	TOTAL		1.00	1.00	11.50	8.00	1.00	15.40	-	1.00	2.00	11.00	10.00	1.00	11.00	2.00	2.00	-	77.90

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Reference: RFP 5.3.1 VOLUME I, A. Staffing Plan - for labor Independent Govern

	Labor Category	$ RATE	Straight Time Rates x Straight Time Hours																
			AA	AJ	BA	BA-TT	CC	GG	IT	KT	LX	NE	OP	SA	TA	UB	VA	XA	SUM
1	ACCOUNTING CLERK I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2	ACCOUNTING CLERK II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
3	ACCOUNTING CLERK III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4	ADMINISTRATIVE ASSISTANT		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5	COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
6	COMPUTER SYSTEMS ANALYST I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
7	COMPUTER SYSTEMS ANALYST II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
8	COMPUTER SYSTEMS ANALYST III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9	GENERAL CLERK I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10	GENERAL CLERK II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11	GENERAL CLERK III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
12	PERSONNEL ASSISTANT I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13	PERSONNEL ASSISTANT II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
14	PERSONNEL ASSISTANT III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
15	SECRETARY I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
16	SECRETARY II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
17	SECRETARY III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	EXEMPT																		$ -
																			$ -
1	ACCOUNTANT I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2	ACCOUNTANT II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
3	ACCOUNTANT III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4	BUSINESS MANAGEMENT SUPPORT		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5	HR ASSISTANT		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
6	HR OPERATIONS ASSISTANT		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
7	INFORMATION TECHNOLOGY SPECIALIST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
8	Logistics Specialist		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9	PROCUREMENT ANALYST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10	PROCUREMENT BUSINESS SYSTEMS SUPPORT I (PBSS I)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11	PROCUREMENT BUSINESS SYSTEMS SUPPORT II (PBSS II)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
12	PROCUREMENT SPECIALIST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13	Program Analyst I (E)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
14	Program Analyst II (E)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
15	Program Manager (E)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
16	Project Management and Change Management Consultant		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
17	RECORDS MANAGEMENT SPECIALIST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
18	RESOURCE ANALYST I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
19	SAP CONSULTANT		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
20	SENIOR INTERNAL CONTROLS ANALYST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
21	SENIOR RESOURCE ANALYST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
22	TRAINING ASSISTANT (ADMIN SUPPORT)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
23	TRAINING COORDINATOR		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
24	TRAINING INSTRUCTOR		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
25	TRAINING INSTRUCTOR LEAD		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
26	TRAINING MANAGER		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
27	TRAINING SPECIALIST (ADMIN SUPPORT)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
28	TRAINING SPECIALIST (COMPUTER SUPPORT)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
29	TRAINING SPECIALIST LEAD		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	TOTAL		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

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Reference: RFP 5.3.1 VOLUME I, A Staffing Plan - for labor Independent Govern

	Labor Category	$ RATE	Straight Time Hours																
			AA	AJ	BA	BA-TT	CC	GG	IT	KT	LX	NE	OP	SA	TA	UB	VA	XA	SUM
1	ACCOUNTING CLERK I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2	ACCOUNTING CLERK II		-	-	-	-	-	8,032.00	-	-	-	-	-	-	-	-	-	-	8,032.00
3	ACCOUNTING CLERK III		-	-	-	-	-	-	-	-	-	-	-	-	2,008.00	-	-	-	2,008.00
4	ADMINISTRATIVE ASSISTANT		-	-	-	-	-	-	-	-	-	-	-	2,008.00	-	-	-	-	2,008.00
5	COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6	COMPUTER SYSTEMS ANALYST I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7	COMPUTER SYSTEMS ANALYST II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8	COMPUTER SYSTEMS ANALYST III		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
9	GENERAL CLERK I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10	GENERAL CLERK II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
11	GENERAL CLERK III		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
12	PERSONNEL ASSISTANT I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
13	PERSONNEL ASSISTANT II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
14	PERSONNEL ASSISTANT III		-	2,008.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,008.00
15	SECRETARY I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
16	SECRETARY II		-	-	-	-	-	-	-	-	4,016.00	-	6,024.00	-	8,032.00	-	-	-	18,072.00
17	SECRETARY III		2,008.00	-	2,008.00	-	2,008.00	-	-	2,008.00	-	22,088.00	-	-	-	4,016.00	2,008.00	-	36,144.00
	EXEMPT																		-
																			-
1	ACCOUNTANT I		-	-	-	-	-	2,008.00	-	-	-	-	-	-	-	-	-	-	2,008.00
2	ACCOUNTANT II		-	-	-	-	-	2,008.00	-	-	-	-	-	-	-	-	-	-	2,008.00
3	ACCOUNTANT III		-	-	-	-	-	2,008.00	-	-	-	-	-	-	-	-	-	-	2,008.00
4	BUSINESS MANAGEMENT SUPPORT		-	-	-	-	-	2,008.00	-	-	-	-	-	-	-	-	-	-	2,008.00
5	HR ASSISTANT		-	-	3,012.00	-	-	-	-	-	-	-	-	-	-	-	-	-	3,012.00
6	HR OPERATIONS ASSISTANT		-	-	8,032.00	-	-	-	-	-	-	-	-	-	-	-	-	-	8,032.00
7	INFORMATION TECHNOLOGY SPECIALIST		-	-	-	-	-	2,008.00	-	-	-	-	-	-	-	-	-	-	2,008.00
8	Logistics Specialist		-	-	-	-	-	-	-	-	-	-	-	-	10,040.00	-	-	-	10,040.00
9	PROCUREMENT ANALYST		-	-	-	-	-	-	-	-	-	-	4,016.00	-	-	-	-	-	4,016.00
10	PROCUREMENT BUSINESS SYSTEMS SUPPORT I (PBSS I)		-	-	-	-	-	-	-	-	-	-	2,008.00	-	-	-	-	-	2,008.00
11	PROCUREMENT BUSINESS SYSTEMS SUPPORT II (PBSS II)		-	-	-	-	-	-	-	-	-	-	2,008.00	-	-	-	-	-	2,008.00
12	PROCUREMENT SPECIALIST		-	-	-	-	-	-	-	-	-	-	6,024.00	-	-	-	-	-	6,024.00
13	Program Analyst I (E)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
14	Program Analyst II (E)		-	-	-	-	-	-	-	-	-	-	-	-	2,008.00	-	-	-	2,008.00
15	Program Manager (E)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
16	Project Management and Change Management Consultant		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
17	RECORDS MANAGEMENT SPECIALIST		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
18	RESOURCE ANALYST I		-	-	-	-	-	6,024.00	-	-	-	-	-	-	-	-	2,008.00	-	8,032.00
19	SAP CONSULTANT		-	-	-	-	-	2,008.00	-	-	-	-	-	-	-	-	-	-	2,008.00
20	SENIOR INTERNAL CONTROLS ANALYST		-	-	-	-	-	1,204.80	-	-	-	-	-	-	-	-	-	-	1,204.80
21	SENIOR RESOURCE ANALYST		-	-	-	-	-	3,614.40	-	-	-	-	-	-	-	-	-	-	3,614.40
22	TRAINING ASSISTANT (ADMIN SUPPORT)		-	-	4,016.00	-	-	-	-	-	-	-	-	-	-	-	-	-	4,016.00
23	TRAINING COORDINATOR		-	-	-	4,016.00	-	-	-	-	-	-	-	-	-	-	-	-	4,016.00
24	TRAINING INSTRUCTOR		-	-	-	8,032.00	-	-	-	-	-	-	-	-	-	-	-	-	8,032.00
25	TRAINING INSTRUCTOR LEAD		-	-	-	2,008.00	-	-	-	-	-	-	-	-	-	-	-	-	2,008.00
26	TRAINING MANAGER		-	-	-	2,008.00	-	-	-	-	-	-	-	-	-	-	-	-	2,008.00
27	TRAINING SPECIALIST (ADMIN SUPPORT)		-	-	2,008.00	-	-	-	-	-	-	-	-	-	-	-	-	-	2,008.00
28	TRAINING SPECIALIST (COMPUTER SUPPORT)		-	-	2,008.00	-	-	-	-	-	-	-	-	-	-	-	-	-	2,008.00
29	TRAINING SPECIALIST LEAD		-	-	2,008.00	-	-	-	-	-	-	-	-	-	-	-	-	-	2,008.00
	TOTAL		2,008.00	2,008.00	23,092.00	16,064.00	2,008.00	30,923.20	-	2,008.00	4,016.00	22,088.00	20,080.00	2,008.00	22,088.00	4,016.00	4,016.00	-	156,423.20

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Reference RFP 5.3.1 VOLUME I, A Staffing Plan - for labor Independent Government Estimate (IGE) provided

	Labor Category	$ RATE	AA	AJ	BA	BA-TT	CC	GG	IT	KT	LX	NE	OP	SA	TA	UB	VA	XA	SUM
			Work Year Equivalents (WYE)																
1	ACCOUNTING CLERK I																		-
2	ACCOUNTING CLERK II							4.00											4.00
3	ACCOUNTING CLERK III														1.00				1.00
4	ADMINISTRATIVE ASSISTANT													1.00					1.00
5	COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR																		-
6	COMPUTER SYSTEMS ANALYST I																		-
7	COMPUTER SYSTEMS ANALYST II																		-
8	COMPUTER SYSTEMS ANALYST III																		-
9	GENERAL CLERK I																		-
10	GENERAL CLERK II																		-
11	GENERAL CLERK III																		-
12	PERSONNEL ASSISTANT I																		-
13	PERSONNEL ASSISTANT II																		-
14	PERSONNEL ASSISTANT III			1.00															1.00
15	SECRETARY I																		-
16	SECRETARY II										2.00		3.00		4.00				9.00
17	SECRETARY III		1.00		1.00		1.00			1.00		11.00				2.00	1.00		18.00
	EXEMPT																		-
																			-
1	ACCOUNTANT I							1.00											1.00
2	ACCOUNTANT II							1.00											1.00
3	ACCOUNTANT III							1.00											1.00
4	BUSINESS MANAGEMENT SUPPORT							1.00											1.00
5	HR ASSISTANT				1.50														1.50
6	HR OPERATIONS ASSISTANT				4.00														4.00
7	INFORMATION TECHNOLOGY SPECIALIST							1.00											1.00
8	Logistics Specialist														5.00				5.00
9	PROCUREMENT ANALYST												2.00						2.00
10	PROCUREMENT BUSINESS SYSTEMS SUPPORT I (PBSS I)												1.00						1.00
11	PROCUREMENT BUSINESS SYSTEMS SUPPORT II (PBSS II)												1.00						1.00
12	PROCUREMENT SPECIALIST												3.00						3.00
13	Program Analyst I (E)																		-
14	Program Analyst II (E)														1.00				1.00
15	Program Manager (E)																		-
16	Project Management and Change Management Consultant																		-
17	RECORDS MANAGEMENT SPECIALIST																		-
18	RESOURCE ANALYST I							3.00									1.00		4.00
19	SAP CONSULTANT							1.00											1.00
20	SENIOR INTERNAL CONTROLS ANALYST							0.60											0.60
21	SENIOR RESOURCE ANALYST							1.80											1.80
22	TRAINING ASSISTANT (ADMIN SUPPORT)				2.00														2.00
23	TRAINING COORDINATOR					2.00													2.00
24	TRAINING INSTRUCTOR					4.00													4.00
25	TRAINING INSTRUCTOR LEAD					1.00													1.00
26	TRAINING MANAGER					1.00													1.00
27	TRAINING SPECIALIST (ADMIN SUPPORT)				1.00														1.00
28	TRAINING SPECIALIST (COMPUTER SUPPORT)				1.00														1.00
29	TRAINING SPECIALIST LEAD				1.00														1.00
	TOTAL		1.00	1.00	11.50	8.00	1.00	15.40	-	1.00	2.00	11.00	10.00	1.00	11.00	2.00	2.00	-	77.90

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Reference: RFP 5.3.1 VOLUME I A Staffing Plan - for labor Independent Govern

	Labor Category	$ RATE	Overtime Rates x Overtime Hours																
			AA	AJ	BA	BA-TT	CC	GG	IT	KT	LX	NE	OP	SA	TA	UB	VA	XA	SUM
1	ACCOUNTING CLERK I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2	ACCOUNTING CLERK II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
3	ACCOUNTING CLERK III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4	ADMINISTRATIVE ASSISTANT		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5	COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
6	COMPUTER SYSTEMS ANALYST I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
7	COMPUTER SYSTEMS ANALYST II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
8	COMPUTER SYSTEMS ANALYST III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9	GENERAL CLERK I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10	GENERAL CLERK II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11	GENERAL CLERK III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
12	PERSONNEL ASSISTANT I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13	PERSONNEL ASSISTANT II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
14	PERSONNEL ASSISTANT III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
15	SECRETARY I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
16	SECRETARY II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
17	SECRETARY III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	EXEMPT																		$ -
																			$ -
1	ACCOUNTANT I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2	ACCOUNTANT II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
3	ACCOUNTANT III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4	BUSINESS MANAGEMENT SUPPORT		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5	HR ASSISTANT		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
6	HR OPERATIONS ASSISTANT		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
7	INFORMATION TECHNOLOGY SPECIALIST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
8	Logistics Specialist		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9	PROCUREMENT ANALYST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10	PROCUREMENT BUSINESS SYSTEMS SUPPORT I (PBSS I)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11	PROCUREMENT BUSINESS SYSTEMS SUPPORT II (PBSS II)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
12	PROCUREMENT SPECIALIST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13	Program Analyst I (E)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
14	Program Analyst II (E)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
15	Program Manager (E)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
16	Project Management and Change Management Consultant		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
17	RECORDS MANAGEMENT SPECIALIST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
18	RESOURCE ANALYST I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
19	SAP CONSULTANT		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
20	SENIOR INTERNAL CONTROLS ANALYST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
21	SENIOR RESOURCE ANALYST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
22	TRAINING ASSISTANT (ADMIN SUPPORT)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
23	TRAINING COORDINATOR		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
24	TRAINING INSTRUCTOR		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
25	TRAINING INSTRUCTOR LEAD		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
26	TRAINING MANAGER		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
27	TRAINING SPECIALIST (ADMIN SUPPORT)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
28	TRAINING SPECIALIST (COMPUTER SUPPORT)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
29	TRAINING SPECIALIST LEAD		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	TOTAL		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

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Reference: RFP 5.3.1 VOLUME I A Staffing Plan - for labor Independent Govern

	Labor Category	$ RATE	OVERTIME Hours																
			AA	AJ	BA	BA-TT	CC	GG	IT	KT	LX	NE	OP	SA	TA	UB	VA	XA	SUM
1	ACCOUNTING CLERK I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2	ACCOUNTING CLERK II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3	ACCOUNTING CLERK III		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4	ADMINISTRATIVE ASSISTANT		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5	COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6	COMPUTER SYSTEMS ANALYST I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7	COMPUTER SYSTEMS ANALYST II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8	COMPUTER SYSTEMS ANALYST III		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
9	GENERAL CLERK I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10	GENERAL CLERK II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
11	GENERAL CLERK III		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
12	PERSONNEL ASSISTANT I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
13	PERSONNEL ASSISTANT II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
14	PERSONNEL ASSISTANT III		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
15	SECRETARY I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
16	SECRETARY II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
17	SECRETARY III		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	EXEMPT																		-
																			-
1	ACCOUNTANT I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2	ACCOUNTANT II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3	ACCOUNTANT III		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4	BUSINESS MANAGEMENT SUPPORT		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5	HR ASSISTANT		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6	HR OPERATIONS ASSISTANT		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7	INFORMATION TECHNOLOGY SPECIALIST		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8	Logistics Specialist		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
9	PROCUREMENT ANALYST		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10	PROCUREMENT BUSINESS SYSTEMS SUPPORT I (PBSS I)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
11	PROCUREMENT BUSINESS SYSTEMS SUPPORT II (PBSS II)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
12	PROCUREMENT SPECIALIST		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
13	Program Analyst I (E)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
14	Program Analyst II (E)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
15	Program Manager (E)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
16	Project Management and Change Management Consultant		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
17	RECORDS MANAGEMENT SPECIALIST		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
18	RESOURCE ANALYST I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
19	SAP CONSULTANT		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
20	SENIOR INTERNAL CONTROLS ANALYST		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
21	SENIOR RESOURCE ANALYST		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
22	TRAINING ASSISTANT (ADMIN SUPPORT)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
23	TRAINING COORDINATOR		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
24	TRAINING INSTRUCTOR		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
25	TRAINING INSTRUCTOR LEAD		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
26	TRAINING MANAGER		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
27	TRAINING SPECIALIST (ADMIN SUPPORT)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
28	TRAINING SPECIALIST (COMPUTER SUPPORT)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
29	TRAINING SPECIALIST LEAD		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	TOTAL		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

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Reference: RFP 5.3.1 VOLUME I, A. Staffing Plan - for labor Independent Government Estimate (IGE) provided

	Labor Category	$ RATE	Work Year Equivalents (WYE)																
			AA	AJ	BA	BA-TT	CC	GG	IT	KT	LX	NE	OP	SA	TA	UB	VA	XA	SUM
1	ACCOUNTING CLERK I																		-
2	ACCOUNTING CLERK II							4.00											4.00
3	ACCOUNTING CLERK III														1.00				1.00
4	ADMINISTRATIVE ASSISTANT													1.00					1.00
5	COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR																		-
6	COMPUTER SYSTEMS ANALYST I																		-
7	COMPUTER SYSTEMS ANALYST II																		-
8	COMPUTER SYSTEMS ANALYST III																		-
9	GENERAL CLERK I																		-
10	GENERAL CLERK II																		-
11	GENERAL CLERK III																		-
12	PERSONNEL ASSISTANT I																		-
13	PERSONNEL ASSISTANT II																		-
14	PERSONNEL ASSISTANT III			1.00															1.00
15	SECRETARY I																		-
16	SECRETARY II										2.00		3.00		4.00				9.00
17	SECRETARY III		1.00		1.00		1.00			1.00		11.00				2.00	1.00	4.00	22.00
	EXEMPT																		-
																			-
1	ACCOUNTANT I							1.00											1.00
2	ACCOUNTANT II							1.00											1.00
3	ACCOUNTANT III							1.00											1.00
4	BUSINESS MANAGEMENT SUPPORT							1.00											1.00
5	HR ASSISTANT				1.50														1.50
6	HR OPERATIONS ASSISTANT				4.00														4.00
7	INFORMATION TECHNOLOGY SPECIALIST							1.00											1.00
8	Logistics Specialist														5.00				5.00
9	PROCUREMENT ANALYST												2.00						2.00
10	PROCUREMENT BUSINESS SYSTEMS SUPPORT I (PBSS I)												1.00						1.00
11	PROCUREMENT BUSINESS SYSTEMS SUPPORT II (PBSS II)												1.00						1.00
12	PROCUREMENT SPECIALIST												3.00						3.00
13	Program Analyst I (E)																		-
14	Program Analyst II (E)														1.00				1.00
15	Program Manager (E)																		-
16	Project Management and Change Management Consultant																		-
17	RECORDS MANAGEMENT SPECIALIST																		-
18	RESOURCE ANALYST I							3.00									1.00		4.00
19	SAP CONSULTANT							1.00											1.00
20	SENIOR INTERNAL CONTROLS ANALYST							0.60											0.60
21	SENIOR RESOURCE ANALYST							1.80											1.80
22	TRAINING ASSISTANT (ADMIN SUPPORT)				2.00														2.00
23	TRAINING COORDINATOR					2.00													2.00
24	TRAINING INSTRUCTOR					4.00													4.00
25	TRAINING INSTRUCTOR LEAD					1.00													1.00
26	TRAINING MANAGER					1.00													1.00
27	TRAINING SPECIALIST (ADMIN SUPPORT)				1.00														1.00
28	TRAINING SPECIALIST (COMPUTER SUPPORT)				1.00														1.00
29	TRAINING SPECIALIST LEAD				1.00														1.00
	TOTAL		1.00	1.00	11.50	8.00	1.00	15.40	-	1.00	2.00	11.00	10.00	1.00	11.00	2.00	2.00	4.00	81.90

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Reference: RFP 5.3.1 VOLUME I, A Staffing Plan - for labor Independent Govern

			Straight Time Rates x Straight Time Hours																
	Labor Category	$ RATE	AA	AJ	BA	BA-TT	CC	GG	IT	KT	LX	NE	OP	SA	TA	UB	VA	XA	SUM
1	ACCOUNTING CLERK I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2	ACCOUNTING CLERK II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
3	ACCOUNTING CLERK III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4	ADMINISTRATIVE ASSISTANT		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5	COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
6	COMPUTER SYSTEMS ANALYST I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
7	COMPUTER SYSTEMS ANALYST II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
8	COMPUTER SYSTEMS ANALYST III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9	GENERAL CLERK I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10	GENERAL CLERK II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11	GENERAL CLERK III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
12	PERSONNEL ASSISTANT I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13	PERSONNEL ASSISTANT II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
14	PERSONNEL ASSISTANT III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
15	SECRETARY I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
16	SECRETARY II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
17	SECRETARY III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	EXEMPT																		$ -
																			$ -
1	ACCOUNTANT I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2	ACCOUNTANT II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
3	ACCOUNTANT III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4	BUSINESS MANAGEMENT SUPPORT		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5	HR ASSISTANT		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
6	HR OPERATIONS ASSISTANT		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
7	INFORMATION TECHNOLOGY SPECIALIST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
8	Logistics Specialist		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9	PROCUREMENT ANALYST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10	PROCUREMENT BUSINESS SYSTEMS SUPPORT I (PBSS I)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11	PROCUREMENT BUSINESS SYSTEMS SUPPORT II (PBSS II)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
12	PROCUREMENT SPECIALIST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13	Program Analyst I (E)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
14	Program Analyst II (E)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
15	Program Manager (E)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
16	Project Management and Change Management Consultant		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
17	RECORDS MANAGEMENT SPECIALIST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
18	RESOURCE ANALYST I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
19	SAP CONSULTANT		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
20	SENIOR INTERNAL CONTROLS ANALYST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
21	SENIOR RESOURCE ANALYST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
22	TRAINING ASSISTANT (ADMIN SUPPORT)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
23	TRAINING COORDINATOR		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
24	TRAINING INSTRUCTOR		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
25	TRAINING INSTRUCTOR LEAD		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
26	TRAINING MANAGER		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
27	TRAINING SPECIALIST (ADMIN SUPPORT)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
28	TRAINING SPECIALIST (COMPUTER SUPPORT)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
29	TRAINING SPECIALIST LEAD		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	TOTAL		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

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Reference: RFP 5.4.1 VOLUME I A Staffing Plan - for labor Independent Govern

	Labor Category	$ RATE	Straight Time Hours																
			AA	AJ	BA	BA-TT	CC	GG	IT	KT	LX	NE	OP	SA	TA	UB	VA	XA	SUM
1	ACCOUNTING CLERK I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2	ACCOUNTING CLERK II		-	-	-	-	-	8,032.00	-	-	-	-	-	-	-	-	-	-	8,032.00
3	ACCOUNTING CLERK III		-	-	-	-	-	-	-	-	-	-	-	-	2,008.00	-	-	-	2,008.00
4	ADMINISTRATIVE ASSISTANT		-	-	-	-	-	-	-	-	-	-	-	2,008.00	-	-	-	-	2,008.00
5	COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6	COMPUTER SYSTEMS ANALYST I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7	COMPUTER SYSTEMS ANALYST II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8	COMPUTER SYSTEMS ANALYST III		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
9	GENERAL CLERK I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10	GENERAL CLERK II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
11	GENERAL CLERK III		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
12	PERSONNEL ASSISTANT I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
13	PERSONNEL ASSISTANT II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
14	PERSONNEL ASSISTANT III		-	2,008.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,008.00
15	SECRETARY I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
16	SECRETARY II		-	-	-	-	-	-	-	-	4,016.00	-	6,024.00	-	8,032.00	-	-	-	18,072.00
17	SECRETARY III		2,008.00	-	2,008.00	-	2,008.00	-	-	2,008.00	-	22,088.00	-	-	-	4,016.00	2,008.00	8,032.00	44,176.00
	EXEMPT																		-
																			-
1	ACCOUNTANT I		-	-	-	-	-	2,008.00	-	-	-	-	-	-	-	-	-	-	2,008.00
2	ACCOUNTANT II		-	-	-	-	-	2,008.00	-	-	-	-	-	-	-	-	-	-	2,008.00
3	ACCOUNTANT III		-	-	-	-	-	2,008.00	-	-	-	-	-	-	-	-	-	-	2,008.00
4	BUSINESS MANAGEMENT SUPPORT		-	-	-	-	-	2,008.00	-	-	-	-	-	-	-	-	-	-	2,008.00
5	HR ASSISTANT		-	-	3,012.00	-	-	-	-	-	-	-	-	-	-	-	-	-	3,012.00
6	HR OPERATIONS ASSISTANT		-	-	8,032.00	-	-	-	-	-	-	-	-	-	-	-	-	-	8,032.00
7	INFORMATION TECHNOLOGY SPECIALIST		-	-	-	-	-	2,008.00	-	-	-	-	-	-	-	-	-	-	2,008.00
8	Logistics Specialist		-	-	-	-	-	-	-	-	-	-	-	-	10,040.00	-	-	-	10,040.00
9	PROCUREMENT ANALYST		-	-	-	-	-	-	-	-	-	-	4,016.00	-	-	-	-	-	4,016.00
10	PROCUREMENT BUSINESS SYSTEMS SUPPORT I (PBSS I)		-	-	-	-	-	-	-	-	-	-	2,008.00	-	-	-	-	-	2,008.00
11	PROCUREMENT BUSINESS SYSTEMS SUPPORT II (PBSS II)		-	-	-	-	-	-	-	-	-	-	2,008.00	-	-	-	-	-	2,008.00
12	PROCUREMENT SPECIALIST		-	-	-	-	-	-	-	-	-	-	6,024.00	-	-	-	-	-	6,024.00
13	Program Analyst I (E)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
14	Program Analyst II (E)		-	-	-	-	-	-	-	-	-	-	-	-	2,008.00	-	-	-	2,008.00
15	Program Manager (E)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
16	Project Management and Change Management Consultant		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
17	RECORDS MANAGEMENT SPECIALIST		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
18	RESOURCE ANALYST I		-	-	-	-	-	6,024.00	-	-	-	-	-	-	-	-	2,008.00	-	8,032.00
19	SAP CONSULTANT		-	-	-	-	-	2,008.00	-	-	-	-	-	-	-	-	-	-	2,008.00
20	SENIOR INTERNAL CONTROLS ANALYST		-	-	-	-	-	1,204.80	-	-	-	-	-	-	-	-	-	-	1,204.80
21	SENIOR RESOURCE ANALYST		-	-	-	-	-	3,614.40	-	-	-	-	-	-	-	-	-	-	3,614.40
22	TRAINING ASSISTANT (ADMIN SUPPORT)		-	-	4,016.00	-	-	-	-	-	-	-	-	-	-	-	-	-	4,016.00
23	TRAINING COORDINATOR		-	-	-	4,016.00	-	-	-	-	-	-	-	-	-	-	-	-	4,016.00
24	TRAINING INSTRUCTOR		-	-	-	8,032.00	-	-	-	-	-	-	-	-	-	-	-	-	8,032.00
25	TRAINING INSTRUCTOR LEAD		-	-	-	2,008.00	-	-	-	-	-	-	-	-	-	-	-	-	2,008.00
26	TRAINING MANAGER		-	-	-	2,008.00	-	-	-	-	-	-	-	-	-	-	-	-	2,008.00
27	TRAINING SPECIALIST (ADMIN SUPPORT)		-	-	2,008.00	-	-	-	-	-	-	-	-	-	-	-	-	-	2,008.00
28	TRAINING SPECIALIST (COMPUTER SUPPORT)		-	-	2,008.00	-	-	-	-	-	-	-	-	-	-	-	-	-	2,008.00
29	TRAINING SPECIALIST LEAD		-	-	2,008.00	-	-	-	-	-	-	-	-	-	-	-	-	-	2,008.00
	TOTAL		2,008.00	2,008.00	23,092.00	16,064.00	2,008.00	30,923.20	-	2,008.00	4,016.00	22,088.00	20,080.00	2,008.00	22,088.00	4,016.00	4,016.00	8,032.00	164,455.20

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Reference: RFP 5.3.1 VOLUME I, A. Staffing Plan - for labor Independent Government Estimate (IGE) provided

			Work Year Equivalents (WYE)															
	Labor Category	$ RATE	AA	AJ	BA	BA-TT	CC	GG	IT	KT	LX	NE	OP	SA	TA	UB	VA	XA	SUM
1	ACCOUNTING CLERK I																		-
2	ACCOUNTING CLERK II							4.00											4.00
3	ACCOUNTING CLERK III														1.00				1.00
4	ADMINISTRATIVE ASSISTANT													1.00					1.00
5	COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR																		-
6	COMPUTER SYSTEMS ANALYST I																		-
7	COMPUTER SYSTEMS ANALYST II																		-
8	COMPUTER SYSTEMS ANALYST III																		-
9	GENERAL CLERK I																		-
10	GENERAL CLERK II																		-
11	GENERAL CLERK III																		-
12	PERSONNEL ASSISTANT I																		-
13	PERSONNEL ASSISTANT II																		-
14	PERSONNEL ASSISTANT III			1.00															1.00
15	SECRETARY I																		-
16	SECRETARY II										2.00		3.00		4.00				9.00
17	SECRETARY III		1.00		1.00		1.00			1.00		11.00				2.00	1.00	4.00	22.00
	EXEMPT																		-
																			-
1	ACCOUNTANT I							1.00											1.00
2	ACCOUNTANT II							1.00											1.00
3	ACCOUNTANT III							1.00											1.00
4	BUSINESS MANAGEMENT SUPPORT							1.00											1.00
5	HR ASSISTANT				1.50														1.50
6	HR OPERATIONS ASSISTANT				4.00														4.00
7	INFORMATION TECHNOLOGY SPECIALIST							1.00											1.00
8	Logistics Specialist														5.00				5.00
9	PROCUREMENT ANALYST												2.00						2.00
10	PROCUREMENT BUSINESS SYSTEMS SUPPORT I (PBSS I)												1.00						1.00
11	PROCUREMENT BUSINESS SYSTEMS SUPPORT II (PBSS II)												1.00						1.00
12	PROCUREMENT SPECIALIST												3.00						3.00
13	Program Analyst I (E)																		-
14	Program Analyst II (E)														1.00				1.00
15	Program Manager (E)																		-
16	Project Management and Change Management Consultant																		-
17	RECORDS MANAGEMENT SPECIALIST																		-
18	RESOURCE ANALYST I							3.00									1.00		4.00
19	SAP CONSULTANT							1.00											1.00
20	SENIOR INTERNAL CONTROLS ANALYST							0.60											0.60
21	SENIOR RESOURCE ANALYST							1.80											1.80
22	TRAINING ASSISTANT (ADMIN SUPPORT)				2.00														2.00
23	TRAINING COORDINATOR					2.00													2.00
24	TRAINING INSTRUCTOR					4.00													4.00
25	TRAINING INSTRUCTOR LEAD					1.00													1.00
26	TRAINING MANAGER					1.00													1.00
27	TRAINING SPECIALIST (ADMIN SUPPORT)				1.00														1.00
28	TRAINING SPECIALIST (COMPUTER SUPPORT)				1.00														1.00
29	TRAINING SPECIALIST LEAD				1.00														1.00
	TOTAL		1.00	1.00	11.50	8.00	1.00	15.40	-	1.00	2.00	11.00	10.00	1.00	11.00	2.00	2.00	4.00	81.90

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Reference: RFP 5-3-1 VOLUME I, A. Staffing Plan - for labor independent Govern

	Labor Category	$ RATE	Overtime Rates x Overtime Hours																
			AA	AJ	BA	BA-TT	CC	GG	IT	KT	LX	NE	OP	SA	TA	UB	VA	XA	SUM
1	ACCOUNTING CLERK I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2	ACCOUNTING CLERK II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
3	ACCOUNTING CLERK III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4	ADMINISTRATIVE ASSISTANT		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5	COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
6	COMPUTER SYSTEMS ANALYST I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
7	COMPUTER SYSTEMS ANALYST II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
8	COMPUTER SYSTEMS ANALYST III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9	GENERAL CLERK I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10	GENERAL CLERK II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11	GENERAL CLERK III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
12	PERSONNEL ASSISTANT I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13	PERSONNEL ASSISTANT II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
14	PERSONNEL ASSISTANT III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
15	SECRETARY I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
16	SECRETARY II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
17	SECRETARY III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	EXEMPT																		$ -
																			$ -
1	ACCOUNTANT I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2	ACCOUNTANT II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
3	ACCOUNTANT III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4	BUSINESS MANAGEMENT SUPPORT		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5	HR ASSISTANT		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
6	HR OPERATIONS ASSISTANT		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
7	INFORMATION TECHNOLOGY SPECIALIST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
8	Logistics Specialist		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9	PROCUREMENT ANALYST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10	PROCUREMENT BUSINESS SYSTEMS SUPPORT I (PBSS I)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11	PROCUREMENT BUSINESS SYSTEMS SUPPORT II (PBSS II)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
12	PROCUREMENT SPECIALIST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13	Program Analyst I (E)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
14	Program Analyst II (E)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
15	Program Manager (E)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
16	Project Management and Change Management Consultant		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
17	RECORDS MANAGEMENT SPECIALIST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
18	RESOURCE ANALYST I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
19	SAP CONSULTANT		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
20	SENIOR INTERNAL CONTROLS ANALYST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
21	SENIOR RESOURCE ANALYST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
22	TRAINING ASSISTANT (ADMIN SUPPORT)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
23	TRAINING COORDINATOR		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
24	TRAINING INSTRUCTOR		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
25	TRAINING INSTRUCTOR LEAD		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
26	TRAINING MANAGER		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
27	TRAINING SPECIALIST (ADMIN SUPPORT)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
28	TRAINING SPECIALIST (COMPUTER SUPPORT)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
29	TRAINING SPECIALIST LEAD		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	TOTAL		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

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Reference: RFP 5.3.1 VOLUME I, A. Staffing Plan - for labor Independent Govern

	Labor Category	$ RATE	OVERTIME Hours																
			AA	AJ	BA	BA-TT	CC	GG	IT	KT	LX	NE	OP	SA	TA	UB	VA	XA	SUM
1	ACCOUNTING CLERK I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2	ACCOUNTING CLERK II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3	ACCOUNTING CLERK III		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4	ADMINISTRATIVE ASSISTANT		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5	COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6	COMPUTER SYSTEMS ANALYST I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7	COMPUTER SYSTEMS ANALYST II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8	COMPUTER SYSTEMS ANALYST III		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
9	GENERAL CLERK I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10	GENERAL CLERK II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
11	GENERAL CLERK III		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
12	PERSONNEL ASSISTANT I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
13	PERSONNEL ASSISTANT II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
14	PERSONNEL ASSISTANT III		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
15	SECRETARY I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
16	SECRETARY II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
17	SECRETARY III		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	EXEMPT																		-
																			-
1	ACCOUNTANT I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2	ACCOUNTANT II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3	ACCOUNTANT III		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4	BUSINESS MANAGEMENT SUPPORT		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5	HR ASSISTANT		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6	HR OPERATIONS ASSISTANT		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7	INFORMATION TECHNOLOGY SPECIALIST		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8	Logistics Specialist		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
9	PROCUREMENT ANALYST		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10	PROCUREMENT BUSINESS SYSTEMS SUPPORT I (PBSS I)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
11	PROCUREMENT BUSINESS SYSTEMS SUPPORT II (PBSS II)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
12	PROCUREMENT SPECIALIST		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
13	Program Analyst I (E)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
14	Program Analyst II (E)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
15	Program Manager (E)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
16	Project Management and Change Management Consultant		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
17	RECORDS MANAGEMENT SPECIALIST		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
18	RESOURCE ANALYST I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
19	SAP CONSULTANT		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
20	SENIOR INTERNAL CONTROLS ANALYST		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
21	SENIOR RESOURCE ANALYST		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
22	TRAINING ASSISTANT (ADMIN SUPPORT)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
23	TRAINING COORDINATOR		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
24	TRAINING INSTRUCTOR		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
25	TRAINING INSTRUCTOR LEAD		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
26	TRAINING MANAGER		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
27	TRAINING SPECIALIST (ADMIN SUPPORT)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
28	TRAINING SPECIALIST (COMPUTER SUPPORT)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
29	TRAINING SPECIALIST LEAD		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	TOTAL		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

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Reference: RFP 5.3.1 VOLUME I A. Staffing Plan - for labor Independent Government Estimate (IGE) provided

	Labor Category	$ RATE	Work Year Equivalents (WYE)																
			AA	AJ	BA	BA-TT	CC	GG	IT	KT	LX	NE	OP	SA	TA	UB	VA	XA	SUM
1	ACCOUNTING CLERK I																		-
2	ACCOUNTING CLERK II							4.00											4.00
3	ACCOUNTING CLERK III														1.00				1.00
4	ADMINISTRATIVE ASSISTANT													1.00					1.00
5	COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR																		-
6	COMPUTER SYSTEMS ANALYST I																		-
7	COMPUTER SYSTEMS ANALYST II																		-
8	COMPUTER SYSTEMS ANALYST III																		-
9	GENERAL CLERK I																		-
10	GENERAL CLERK II																		-
11	GENERAL CLERK III																		-
12	PERSONNEL ASSISTANT I																		-
13	PERSONNEL ASSISTANT II																		-
14	PERSONNEL ASSISTANT III			1.00															1.00
15	SECRETARY I																		-
16	SECRETARY II										2.00		3.00		4.00				9.00
17	SECRETARY III		1.00		1.00		1.00			1.00		10.00				2.00	1.00	4.00	21.00
	EXEMPT																		-
																			-
1	ACCOUNTANT I							1.00											1.00
2	ACCOUNTANT II							1.00											1.00
3	ACCOUNTANT III							1.00											1.00
4	BUSINESS MANAGEMENT SUPPORT							1.00											1.00
5	HR ASSISTANT				1.50														1.50
6	HR OPERATIONS ASSISTANT				4.00														4.00
7	INFORMATION TECHNOLOGY SPECIALIST							1.00											1.00
8	Logistics Specialist														5.00				5.00
9	PROCUREMENT ANALYST												2.00						2.00
10	PROCUREMENT BUSINESS SYSTEMS SUPPORT I (PBSS I)												1.00						1.00
11	PROCUREMENT BUSINESS SYSTEMS SUPPORT II (PBSS II)												1.00						1.00
12	PROCUREMENT SPECIALIST												3.00						3.00
13	Program Analyst I (E)																		-
14	Program Analyst II (E)														1.00				1.00
15	Program Manager (E)																		-
16	Project Management and Change Management Consultant																		-
17	RECORDS MANAGEMENT SPECIALIST																		-
18	RESOURCE ANALYST I							3.00									1.00		4.00
19	SAP CONSULTANT							1.00											1.00
20	SENIOR INTERNAL CONTROLS ANALYST							0.60											0.60
21	SENIOR RESOURCE ANALYST							1.80											1.80
22	TRAINING ASSISTANT (ADMIN SUPPORT)				2.00														2.00
23	TRAINING COORDINATOR					2.00													2.00
24	TRAINING INSTRUCTOR					4.00													4.00
25	TRAINING INSTRUCTOR LEAD					1.00													1.00
26	TRAINING MANAGER					1.00													1.00
27	TRAINING SPECIALIST (ADMIN SUPPORT)				1.00														1.00
28	TRAINING SPECIALIST (COMPUTER SUPPORT)				1.00														1.00
29	TRAINING SPECIALIST LEAD				1.00														1.00
	TOTAL		1.00	1.00	11.50	8.00	1.00	15.40	-	1.00	2.00	10.00	10.00	1.00	11.00	2.00	2.00	4.00	80.90

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Reference RFP 5.3.1 VOLUME I A Staffing Plan - for labor Independent Govern

	Labor Category	$ RATE	Straight Time Rates x Straight Time Hours																
			AA	AJ	BA	BA-TT	CC	GG	IT	KT	LX	NE	OP	SA	TA	UB	VA	XA	SUM
1	ACCOUNTING CLERK I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2	ACCOUNTING CLERK II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
3	ACCOUNTING CLERK III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4	ADMINISTRATIVE ASSISTANT		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5	COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
6	COMPUTER SYSTEMS ANALYST I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
7	COMPUTER SYSTEMS ANALYST II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
8	COMPUTER SYSTEMS ANALYST III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9	GENERAL CLERK I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10	GENERAL CLERK II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11	GENERAL CLERK III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
12	PERSONNEL ASSISTANT I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13	PERSONNEL ASSISTANT II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
14	PERSONNEL ASSISTANT III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
15	SECRETARY I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
16	SECRETARY II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
17	SECRETARY III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	EXEMPT																		$ -
																			$ -
1	ACCOUNTANT I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2	ACCOUNTANT II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
3	ACCOUNTANT III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4	BUSINESS MANAGEMENT SUPPORT		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5	HR ASSISTANT		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
6	HR OPERATIONS ASSISTANT		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
7	INFORMATION TECHNOLOGY SPECIALIST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
8	Logistics Specialist		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9	PROCUREMENT ANALYST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10	PROCUREMENT BUSINESS SYSTEMS SUPPORT I (PBSS I)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11	PROCUREMENT BUSINESS SYSTEMS SUPPORT II (PBSS II)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
12	PROCUREMENT SPECIALIST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13	Program Analyst I (E)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
14	Program Analyst II (E)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
15	Program Manager (E)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
16	Project Management and Change Management Consultant		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
17	RECORDS MANAGEMENT SPECIALIST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
18	RESOURCE ANALYST I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
19	SAP CONSULTANT		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
20	SENIOR INTERNAL CONTROLS ANALYST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
21	SENIOR RESOURCE ANALYST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
22	TRAINING ASSISTANT (ADMIN SUPPORT)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
23	TRAINING COORDINATOR		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
24	TRAINING INSTRUCTOR		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
25	TRAINING INSTRUCTOR LEAD		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
26	TRAINING MANAGER		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
27	TRAINING SPECIALIST (ADMIN SUPPORT)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
28	TRAINING SPECIALIST (COMPUTER SUPPORT)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
29	TRAINING SPECIALIST LEAD		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	TOTAL		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

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Reference: RFP 5.3.1 VOLUME I, A. Staffing Plan - for labor Independent Govern

	Labor Category	$ RATE	Straight Time Hours																
			AA	AJ	BA	BA-TT	CC	GG	IT	KT	LX	NE	OP	SA	TA	UB	VA	XA	SUM
1	ACCOUNTING CLERK I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2	ACCOUNTING CLERK II		-	-	-	-	-	8,000.00	-	-	-	-	-	-	-	-	-	-	8,000.00
3	ACCOUNTING CLERK III		-	-	-	-	-	-	-	-	-	-	-	-	2,000.00	-	-	-	2,000.00
4	ADMINISTRATIVE ASSISTANT		-	-	-	-	-	-	-	-	-	-	-	2,000.00	-	-	-	-	2,000.00
5	COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6	COMPUTER SYSTEMS ANALYST I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7	COMPUTER SYSTEMS ANALYST II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8	COMPUTER SYSTEMS ANALYST III		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
9	GENERAL CLERK I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10	GENERAL CLERK II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
11	GENERAL CLERK III		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
12	PERSONNEL ASSISTANT I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
13	PERSONNEL ASSISTANT II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
14	PERSONNEL ASSISTANT III		-	2,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,000.00
15	SECRETARY I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
16	SECRETARY II		-	-	-	-	-	-	-	-	4,000.00	-	6,000.00	-	8,000.00	-	-	-	18,000.00
17	SECRETARY III		2,000.00	-	2,000.00	-	2,000.00	-	-	2,000.00	-	20,000.00	-	-	-	4,000.00	2,000.00	8,000.00	42,000.00
	EXEMPT																		-
																			-
1	ACCOUNTANT I		-	-	-	-	-	2,000.00	-	-	-	-	-	-	-	-	-	-	2,000.00
2	ACCOUNTANT II		-	-	-	-	-	2,000.00	-	-	-	-	-	-	-	-	-	-	2,000.00
3	ACCOUNTANT III		-	-	-	-	-	2,000.00	-	-	-	-	-	-	-	-	-	-	2,000.00
4	BUSINESS MANAGEMENT SUPPORT		-	-	-	-	-	2,000.00	-	-	-	-	-	-	-	-	-	-	2,000.00
5	HR ASSISTANT		-	-	3,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	3,000.00
6	HR OPERATIONS ASSISTANT		-	-	8,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	8,000.00
7	INFORMATION TECHNOLOGY SPECIALIST		-	-	-	-	-	2,000.00	-	-	-	-	-	-	-	-	-	-	2,000.00
8	Logistics Specialist		-	-	-	-	-	-	-	-	-	-	-	-	10,000.00	-	-	-	10,000.00
9	PROCUREMENT ANALYST		-	-	-	-	-	-	-	-	-	-	4,000.00	-	-	-	-	-	4,000.00
10	PROCUREMENT BUSINESS SYSTEMS SUPPORT I (PBSS I)		-	-	-	-	-	-	-	-	-	-	2,000.00	-	-	-	-	-	2,000.00
11	PROCUREMENT BUSINESS SYSTEMS SUPPORT II (PBSS II)		-	-	-	-	-	-	-	-	-	-	2,000.00	-	-	-	-	-	2,000.00
12	PROCUREMENT SPECIALIST		-	-	-	-	-	-	-	-	-	-	6,000.00	-	-	-	-	-	6,000.00
13	Program Analyst I (E)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
14	Program Analyst II (E)		-	-	-	-	-	-	-	-	-	-	-	-	2,000.00	-	-	-	2,000.00
15	Program Manager (E)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
16	Project Management and Change Management Consultant		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
17	RECORDS MANAGEMENT SPECIALIST		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
18	RESOURCE ANALYST I		-	-	-	-	-	6,000.00	-	-	-	-	-	-	-	-	2,000.00	-	8,000.00
19	SAP CONSULTANT		-	-	-	-	-	2,000.00	-	-	-	-	-	-	-	-	-	-	2,000.00
20	SENIOR INTERNAL CONTROLS ANALYST		-	-	-	-	-	1,200.00	-	-	-	-	-	-	-	-	-	-	1,200.00
21	SENIOR RESOURCE ANALYST		-	-	-	-	-	3,600.00	-	-	-	-	-	-	-	-	-	-	3,600.00
22	TRAINING ASSISTANT (ADMIN SUPPORT)		-	-	4,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	4,000.00
23	TRAINING COORDINATOR		-	-	-	4,000.00	-	-	-	-	-	-	-	-	-	-	-	-	4,000.00
24	TRAINING INSTRUCTOR		-	-	-	8,000.00	-	-	-	-	-	-	-	-	-	-	-	-	8,000.00
25	TRAINING INSTRUCTOR LEAD		-	-	-	2,000.00	-	-	-	-	-	-	-	-	-	-	-	-	2,000.00
26	TRAINING MANAGER		-	-	-	2,000.00	-	-	-	-	-	-	-	-	-	-	-	-	2,000.00
27	TRAINING SPECIALIST (ADMIN SUPPORT)		-	-	2,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	2,000.00
28	TRAINING SPECIALIST (COMPUTER SUPPORT)		-	-	2,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	2,000.00
29	TRAINING SPECIALIST LEAD		-	-	2,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	2,000.00
	TOTAL		2,000.00	2,000.00	23,000.00	16,000.00	2,000.00	30,800.00	-	2,000.00	4,000.00	20,000.00	20,000.00	2,000.00	22,000.00	4,000.00	4,000.00	8,000.00	161,800.00

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Reference: RFP 5.3.1 VOLUME I, A. Staffing Plan - for labor Independent Government Estimate (IGE) provided

	Labor Category	$ RATE	AA	AJ	BA	BA-TT	CC	GG	IT	KT	LX	NE	OP	SA	TA	UB	VA	XA	SUM
			Work Year Equivalents (WYE)																
1	ACCOUNTING CLERK I																		-
2	ACCOUNTING CLERK II							4.00											4.00
3	ACCOUNTING CLERK III														1.00				1.00
4	ADMINISTRATIVE ASSISTANT													1.00					1.00
5	COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR																		-
6	COMPUTER SYSTEMS ANALYST I																		-
7	COMPUTER SYSTEMS ANALYST II																		-
8	COMPUTER SYSTEMS ANALYST III																		-
9	GENERAL CLERK I																		-
10	GENERAL CLERK II																		-
11	GENERAL CLERK III																		-
12	PERSONNEL ASSISTANT I																		-
13	PERSONNEL ASSISTANT II																		-
14	PERSONNEL ASSISTANT III			1.00															1.00
15	SECRETARY I																		-
16	SECRETARY II										2.00		3.00		4.00				9.00
17	SECRETARY III		1.00		1.00		1.00			1.00		10.00				2.00	1.00	4.00	21.00
	EXEMPT																		-
																			-
1	ACCOUNTANT I							1.00											1.00
2	ACCOUNTANT II							1.00											1.00
3	ACCOUNTANT III							1.00											1.00
4	BUSINESS MANAGEMENT SUPPORT							1.00											1.00
5	HR ASSISTANT				1.50														1.50
6	HR OPERATIONS ASSISTANT				4.00														4.00
7	INFORMATION TECHNOLOGY SPECIALIST							1.00											1.00
8	Logistics Specialist														5.00				5.00
9	PROCUREMENT ANALYST												2.00						2.00
10	PROCUREMENT BUSINESS SYSTEMS SUPPORT I (PBSS I)												1.00						1.00
11	PROCUREMENT BUSINESS SYSTEMS SUPPORT II (PBSS II)												1.00						1.00
12	PROCUREMENT SPECIALIST												3.00						3.00
13	Program Analyst I (E)																		-
14	Program Analyst II (E)														1.00				1.00
15	Program Manager (E)																		-
16	Project Management and Change Management Consultant																		-
17	RECORDS MANAGEMENT SPECIALIST																		-
18	RESOURCE ANALYST I							3.00									1.00		4.00
19	SAP CONSULTANT							1.00											1.00
20	SENIOR INTERNAL CONTROLS ANALYST							0.60											0.60
21	SENIOR RESOURCE ANALYST							1.80											1.80
22	TRAINING ASSISTANT (ADMIN SUPPORT)				2.00														2.00
23	TRAINING COORDINATOR					2.00													2.00
24	TRAINING INSTRUCTOR					4.00													4.00
25	TRAINING INSTRUCTOR LEAD					1.00													1.00
26	TRAINING MANAGER					1.00													1.00
27	TRAINING SPECIALIST (ADMIN SUPPORT)				1.00														1.00
28	TRAINING SPECIALIST (COMPUTER SUPPORT)				1.00														1.00
29	TRAINING SPECIALIST LEAD				1.00														1.00
	TOTAL		1.00	1.00	11.50	8.00	1.00	15.40	-	1.00	2.00	10.00	10.00	1.00	11.00	2.00	2.00	4.00	80.90

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Reference: RFP 5.3.1 VOLUME I A Staffing Plan - for labor Independent Govern

	Labor Category	$ RATE	Overtime Rates x Overtime Hours																
			AA	AJ	BA	BA-TT	CC	GG	IT	KT	LX	NE	OP	SA	TA	UB	VA	XA	SUM
1	ACCOUNTING CLERK I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2	ACCOUNTING CLERK II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
3	ACCOUNTING CLERK III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4	ADMINISTRATIVE ASSISTANT		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5	COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
6	COMPUTER SYSTEMS ANALYST I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
7	COMPUTER SYSTEMS ANALYST II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
8	COMPUTER SYSTEMS ANALYST III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9	GENERAL CLERK I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10	GENERAL CLERK II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11	GENERAL CLERK III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
12	PERSONNEL ASSISTANT I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13	PERSONNEL ASSISTANT II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
14	PERSONNEL ASSISTANT III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
15	SECRETARY I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
16	SECRETARY II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
17	SECRETARY III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	EXEMPT																		$ -
																			$ -
1	ACCOUNTANT I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2	ACCOUNTANT II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
3	ACCOUNTANT III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4	BUSINESS MANAGEMENT SUPPORT		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5	HR ASSISTANT		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
6	HR OPERATIONS ASSISTANT		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
7	INFORMATION TECHNOLOGY SPECIALIST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
8	Logistics Specialist		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9	PROCUREMENT ANALYST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10	PROCUREMENT BUSINESS SYSTEMS SUPPORT I (PBSS I)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11	PROCUREMENT BUSINESS SYSTEMS SUPPORT II (PBSS II)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
12	PROCUREMENT SPECIALIST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13	Program Analyst I (E)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
14	Program Analyst II (E)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
15	Program Manager (E)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
16	Project Management and Change Management Consultant		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
17	RECORDS MANAGEMENT SPECIALIST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
18	RESOURCE ANALYST I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
19	SAP CONSULTANT		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
20	SENIOR INTERNAL CONTROLS ANALYST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
21	SENIOR RESOURCE ANALYST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
22	TRAINING ASSISTANT (ADMIN SUPPORT)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
23	TRAINING COORDINATOR		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
24	TRAINING INSTRUCTOR		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
25	TRAINING INSTRUCTOR LEAD		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
26	TRAINING MANAGER		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
27	TRAINING SPECIALIST (ADMIN SUPPORT)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
28	TRAINING SPECIALIST (COMPUTER SUPPORT)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
29	TRAINING SPECIALIST LEAD		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	TOTAL		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

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Reference: RFP 5.3.1 VOLUME I, A. Staffing Plan - for labor Independent Govern

	Labor Category	$ RATE	OVERTIME Hours																
			AA	AJ	BA	BA-TT	CC	GG	IT	KT	LX	NE	OP	SA	TA	UB	VA	XA	SUM
1	ACCOUNTING CLERK I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2	ACCOUNTING CLERK II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3	ACCOUNTING CLERK III		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4	ADMINISTRATIVE ASSISTANT		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5	COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6	COMPUTER SYSTEMS ANALYST I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7	COMPUTER SYSTEMS ANALYST II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8	COMPUTER SYSTEMS ANALYST III		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
9	GENERAL CLERK I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10	GENERAL CLERK II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
11	GENERAL CLERK III		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
12	PERSONNEL ASSISTANT I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
13	PERSONNEL ASSISTANT II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
14	PERSONNEL ASSISTANT III		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
15	SECRETARY I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
16	SECRETARY II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
17	SECRETARY III		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	EXEMPT																		-
																			-
1	ACCOUNTANT I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2	ACCOUNTANT II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3	ACCOUNTANT III		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4	BUSINESS MANAGEMENT SUPPORT		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5	HR ASSISTANT		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6	HR OPERATIONS ASSISTANT		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7	INFORMATION TECHNOLOGY SPECIALIST		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8	Logistics Specialist		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
9	PROCUREMENT ANALYST		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10	PROCUREMENT BUSINESS SYSTEMS SUPPORT I (PBSS I)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
11	PROCUREMENT BUSINESS SYSTEMS SUPPORT II (PBSS II)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
12	PROCUREMENT SPECIALIST		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
13	Program Analyst I (E)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
14	Program Analyst II (E)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
15	Program Manager (E)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
16	Project Management and Change Management Consultant		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
17	RECORDS MANAGEMENT SPECIALIST		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
18	RESOURCE ANALYST I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
19	SAP CONSULTANT		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
20	SENIOR INTERNAL CONTROLS ANALYST		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
21	SENIOR RESOURCE ANALYST		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
22	TRAINING ASSISTANT (ADMIN SUPPORT)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
23	TRAINING COORDINATOR		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
24	TRAINING INSTRUCTOR		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
25	TRAINING INSTRUCTOR LEAD		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
26	TRAINING MANAGER		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
27	TRAINING SPECIALIST (ADMIN SUPPORT)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
28	TRAINING SPECIALIST (COMPUTER SUPPORT)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
29	TRAINING SPECIALIST LEAD		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	TOTAL		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

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Reference: RFP 5.3.1 VOLUME I, A. Staffing Plan - for labor independent Government Estimate (IGE) provided

	Labor Category	$ RATE	Work Year Equivalents (WYE)																
			AA	AJ	BA	BA-TT	CC	GG	IT	KT	LX	NE	OP	SA	TA	UB	VA	XA	SUM
1	ACCOUNTING CLERK I																		-
2	ACCOUNTING CLERK II							8.00											8.00
3	ACCOUNTING CLERK III							3.00							1.00				4.00
4	ADMINISTRATIVE ASSISTANT													1.00					1.00
5	COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR																		-
6	COMPUTER SYSTEMS ANALYST I																		-
7	COMPUTER SYSTEMS ANALYST II																		-
8	COMPUTER SYSTEMS ANALYST III																		-
9	GENERAL CLERK I																		-
10	GENERAL CLERK II																		-
11	GENERAL CLERK III																		-
12	PERSONNEL ASSISTANT I																		-
13	PERSONNEL ASSISTANT II																		-
14	PERSONNEL ASSISTANT III			1.00															1.00
15	SECRETARY I																		-
16	SECRETARY II										2.00		3.00		4.00				9.00
17	SECRETARY III		1.00		1.00		1.00			1.00		7.00				2.00	1.00	5.00	19.00
	EXEMPT																		-
																			-
1	ACCOUNTANT I							1.00											1.00
2	ACCOUNTANT II							1.00											1.00
3	ACCOUNTANT III							1.00											1.00
4	BUSINESS MANAGEMENT SUPPORT							1.00											1.00
5	HR ASSISTANT				1.50														1.50
6	HR OPERATIONS ASSISTANT				4.00														4.00
7	INFORMATION TECHNOLOGY SPECIALIST							1.00											1.00
8	Logistics Specialist														5.00				5.00
9	PROCUREMENT ANALYST												2.00						2.00
10	PROCUREMENT BUSINESS SYSTEMS SUPPORT I (PBSS I)												1.00						1.00
11	PROCUREMENT BUSINESS SYSTEMS SUPPORT II (PBSS II)												1.00						1.00
12	PROCUREMENT SPECIALIST												3.00						3.00
13	Program Analyst I (E)																		-
14	Program Analyst II (E)														1.00				1.00
15	Program Manager (E)																		-
16	Project Management and Change Management Consultant							0.23							0.33				0.56
17	RECORDS MANAGEMENT SPECIALIST								2.00										2.00
18	RESOURCE ANALYST I							3.00									1.00		4.00
19	SAP CONSULTANT							1.00											1.00
20	SENIOR INTERNAL CONTROLS ANALYST							0.60											0.60
21	SENIOR RESOURCE ANALYST							1.80											1.80
22	TRAINING ASSISTANT (ADMIN SUPPORT)				2.00														2.00
23	TRAINING COORDINATOR					2.00													2.00
24	TRAINING INSTRUCTOR					4.00													4.00
25	TRAINING INSTRUCTOR LEAD					1.00													1.00
26	TRAINING MANAGER					1.00													1.00
27	TRAINING SPECIALIST (ADMIN SUPPORT)				1.00														1.00
28	TRAINING SPECIALIST (COMPUTER SUPPORT)				1.00														1.00
29	TRAINING SPECIALIST LEAD				1.00														1.00
	TOTAL		1.00	1.00	11.50	8.00	1.00	22.63	2.00	1.00	2.00	7.00	10.00	1.00	11.33	2.00	2.00	5.00	88.46

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Reference: RFP 5.3.1 VOLUME I A Staffing Plan - for labor Independent Govern

	Labor Category	$ RATE	Straight Time Rates x Straight Time Hours																
			AA	AJ	BA	BA-TT	CC	GG	IT	KT	LX	NE	OP	SA	TA	UB	VA	XA	SUM
1	ACCOUNTING CLERK I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2	ACCOUNTING CLERK II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
3	ACCOUNTING CLERK III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4	ADMINISTRATIVE ASSISTANT		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5	COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
6	COMPUTER SYSTEMS ANALYST I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
7	COMPUTER SYSTEMS ANALYST II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
8	COMPUTER SYSTEMS ANALYST III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9	GENERAL CLERK I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10	GENERAL CLERK II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11	GENERAL CLERK III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
12	PERSONNEL ASSISTANT I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13	PERSONNEL ASSISTANT II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
14	PERSONNEL ASSISTANT III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
15	SECRETARY I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
16	SECRETARY II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
17	SECRETARY III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	EXEMPT																		$ -
																			$ -
1	ACCOUNTANT I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2	ACCOUNTANT II		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
3	ACCOUNTANT III		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4	BUSINESS MANAGEMENT SUPPORT		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
5	HR ASSISTANT		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
6	HR OPERATIONS ASSISTANT		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
7	INFORMATION TECHNOLOGY SPECIALIST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
8	Logistics Specialist		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
9	PROCUREMENT ANALYST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10	PROCUREMENT BUSINESS SYSTEMS SUPPORT I (PBSS I)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11	PROCUREMENT BUSINESS SYSTEMS SUPPORT II (PBSS II)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
12	PROCUREMENT SPECIALIST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
13	Program Analyst I (E)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
14	Program Analyst II (E)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
15	Program Manager (E)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
16	Project Management and Change Management Consultant		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
17	RECORDS MANAGEMENT SPECIALIST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
18	RESOURCE ANALYST I		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
19	SAP CONSULTANT		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
20	SENIOR INTERNAL CONTROLS ANALYST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
21	SENIOR RESOURCE ANALYST		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
22	TRAINING ASSISTANT (ADMIN SUPPORT)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
23	TRAINING COORDINATOR		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
24	TRAINING INSTRUCTOR		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
25	TRAINING INSTRUCTOR LEAD		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
26	TRAINING MANAGER		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
27	TRAINING SPECIALIST (ADMIN SUPPORT)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
28	TRAINING SPECIALIST (COMPUTER SUPPORT)		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
29	TRAINING SPECIALIST LEAD		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	TOTAL		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

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Reference: RFP 5.3.1 VOLUME I A Staffing Plan - for labor independent Govern

	Labor Category	$ RATE	Straight Time Hours																
			AA	AJ	BA	BA-TT	CC	GG	IT	KT	LX	NE	OP	SA	TA	UB	VA	XA	SUM
1	ACCOUNTING CLERK I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2	ACCOUNTING CLERK II		-	-	-	-	-	9,536.00	-	-	-	-	-	-	-	-	-	-	9,536.00
3	ACCOUNTING CLERK III		-	-	-	-	-	3,576.00	-	-	-	-	-	-	1,192.00	-	-	-	4,768.00
4	ADMINISTRATIVE ASSISTANT		-	-	-	-	-	-	-	-	-	-	-	1,192.00	-	-	-	-	1,192.00
5	COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6	COMPUTER SYSTEMS ANALYST I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7	COMPUTER SYSTEMS ANALYST II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8	COMPUTER SYSTEMS ANALYST III		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
9	GENERAL CLERK I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10	GENERAL CLERK II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
11	GENERAL CLERK III		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
12	PERSONNEL ASSISTANT I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
13	PERSONNEL ASSISTANT II		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
14	PERSONNEL ASSISTANT III		-	1,192.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,192.00
15	SECRETARY I		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
16	SECRETARY II		-	-	-	-	-	-	-	-	2,384.00	-	3,576.00	-	4,768.00	-	-	-	10,728.00
17	SECRETARY III		1,192.00	-	1,192.00	-	1,192.00	-	-	1,192.00	-	8,344.00	-	-	-	2,384.00	1,192.00	5,960.00	22,648.00
	EXEMPT																		-
																			-
1	ACCOUNTANT I		-	-	-	-	-	1,192.00	-	-	-	-	-	-	-	-	-	-	1,192.00
2	ACCOUNTANT II		-	-	-	-	-	1,192.00	-	-	-	-	-	-	-	-	-	-	1,192.00
3	ACCOUNTANT III		-	-	-	-	-	1,192.00	-	-	-	-	-	-	-	-	-	-	1,192.00
4	BUSINESS MANAGEMENT SUPPORT		-	-	-	-	-	1,192.00	-	-	-	-	-	-	-	-	-	-	1,192.00
5	HR ASSISTANT		-	-	1,788.00	-	-	-	-	-	-	-	-	-	-	-	-	-	1,788.00
6	HR OPERATIONS ASSISTANT		-	-	4,768.00	-	-	-	-	-	-	-	-	-	-	-	-	-	4,768.00
7	INFORMATION TECHNOLOGY SPECIALIST		-	-	-	-	-	1,192.00	-	-	-	-	-	-	-	-	-	-	1,192.00
8	Logistics Specialist		-	-	-	-	-	-	-	-	-	-	-	-	5,960.00	-	-	-	5,960.00
9	PROCUREMENT ANALYST		-	-	-	-	-	-	-	-	-	-	2,384.00	-	-	-	-	-	2,384.00
10	PROCUREMENT BUSINESS SYSTEMS SUPPORT I (PBSS I)		-	-	-	-	-	-	-	-	-	-	1,192.00	-	-	-	-	-	1,192.00
11	PROCUREMENT BUSINESS SYSTEMS SUPPORT II (PBSS II)		-	-	-	-	-	-	-	-	-	-	1,192.00	-	-	-	-	-	1,192.00
12	PROCUREMENT SPECIALIST		-	-	-	-	-	-	-	-	-	-	3,576.00	-	-	-	-	-	3,576.00
13	Program Analyst I (E)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
14	Program Analyst II (E)		-	-	-	-	-	-	-	-	-	-	-	-	1,192.00	-	-	-	1,192.00
15	Program Manager (E)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
16	Project Management and Change Management Consultant		-	-	-	-	-	274.16	-	-	-	-	-	-	393.36	-	-	-	667.52
17	RECORDS MANAGEMENT SPECIALIST		-	-	-	-	-	-	2,384.00	-	-	-	-	-	-	-	-	-	2,384.00
18	RESOURCE ANALYST I		-	-	-	-	-	3,576.00	-	-	-	-	-	-	-	-	1,192.00	-	4,768.00
19	SAP CONSULTANT		-	-	-	-	-	1,192.00	-	-	-	-	-	-	-	-	-	-	1,192.00
20	SENIOR INTERNAL CONTROLS ANALYST		-	-	-	-	-	715.20	-	-	-	-	-	-	-	-	-	-	715.20
21	SENIOR RESOURCE ANALYST		-	-	-	-	-	2,145.60	-	-	-	-	-	-	-	-	-	-	2,145.60
22	TRAINING ASSISTANT (ADMIN SUPPORT)		-	-	2,384.00	-	-	-	-	-	-	-	-	-	-	-	-	-	2,384.00
23	TRAINING COORDINATOR		-	-	-	2,384.00	-	-	-	-	-	-	-	-	-	-	-	-	2,384.00
24	TRAINING INSTRUCTOR		-	-	-	4,768.00	-	-	-	-	-	-	-	-	-	-	-	-	4,768.00
25	TRAINING INSTRUCTOR LEAD		-	-	-	1,192.00	-	-	-	-	-	-	-	-	-	-	-	-	1,192.00
26	TRAINING MANAGER		-	-	-	1,192.00	-	-	-	-	-	-	-	-	-	-	-	-	1,192.00
27	TRAINING SPECIALIST (ADMIN SUPPORT)		-	-	1,192.00	-	-	-	-	-	-	-	-	-	-	-	-	-	1,192.00
28	TRAINING SPECIALIST (COMPUTER SUPPORT)		-	-	1,192.00	-	-	-	-	-	-	-	-	-	-	-	-	-	1,192.00
29	TRAINING SPECIALIST LEAD		-	-	1,192.00	-	-	-	-	-	-	-	-	-	-	-	-	-	1,192.00
	TOTAL		1,192.00	1,192.00	13,708.00	9,536.00	1,192.00	26,974.96	2,384.00	1,192.00	2,384.00	8,344.00	11,920.00	1,192.00	13,505.36	2,384.00	2,384.00	5,960.00	105,444.32

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Reference: RFP 5.3.1 VOLUME 1 A Staffing Plan - for labor independent Government Estimate (IGE) provided

			Work Year Equivalents (WYE)																
	Labor Category	$ RATE	AA	AJ	BA	BA-TT	CC	GG	IT	KT	LX	NE	OP	SA	TA	UB	VA	XA	SUM
1	ACCOUNTING CLERK I																		-
2	ACCOUNTING CLERK II							8.00											8.00
3	ACCOUNTING CLERK III							3.00							1.00				4.00
4	ADMINISTRATIVE ASSISTANT													1.00					1.00
5	COMPUTER BASED TRAINING (CBT) SPECIALIST/INSTRUCTOR																		-
6	COMPUTER SYSTEMS ANALYST I																		-
7	COMPUTER SYSTEMS ANALYST II																		-
8	COMPUTER SYSTEMS ANALYST III																		-
9	GENERAL CLERK I																		-
10	GENERAL CLERK II																		-
11	GENERAL CLERK III																		-
12	PERSONNEL ASSISTANT I																		-
13	PERSONNEL ASSISTANT II																		-
14	PERSONNEL ASSISTANT III			1.00															1.00
15	SECRETARY I																		-
16	SECRETARY II										2.00		3.00		4.00				9.00
17	SECRETARY III		1.00		1.00		1.00			1.00		7.00				2.00	1.00	5.00	19.00
	EXEMPT																		-
																			-
1	ACCOUNTANT I							1.00											1.00
2	ACCOUNTANT II							1.00											1.00
3	ACCOUNTANT III							1.00											1.00
4	BUSINESS MANAGEMENT SUPPORT							1.00											1.00
5	HR ASSISTANT				1.50														1.50
6	HR OPERATIONS ASSISTANT				4.00														4.00
7	INFORMATION TECHNOLOGY SPECIALIST							1.00											1.00
8	Logistics Specialist														5.00				5.00
9	PROCUREMENT ANALYST												2.00						2.00
10	PROCUREMENT BUSINESS SYSTEMS SUPPORT I (PBSS I)												1.00						1.00
11	PROCUREMENT BUSINESS SYSTEMS SUPPORT II (PBSS II)												1.00						1.00
12	PROCUREMENT SPECIALIST												3.00						3.00
13	Program Analyst I (E)																		-
14	Program Analyst II (E)														1.00				1.00
15	Program Manager (E)																		-
16	Project Management and Change Management Consultant							0.23							0.33				0.56
17	RECORDS MANAGEMENT SPECIALIST								2.00										2.00
18	RESOURCE ANALYST I							3.00									1.00		4.00
19	SAP CONSULTANT							1.00											1.00
20	SENIOR INTERNAL CONTROLS ANALYST							0.60											0.60
21	SENIOR RESOURCE ANALYST							1.80											1.80
22	TRAINING ASSISTANT (ADMIN SUPPORT)				2.00														2.00
23	TRAINING COORDINATOR					2.00													2.00
24	TRAINING INSTRUCTOR					4.00													4.00
25	TRAINING INSTRUCTOR LEAD					1.00													1.00
26	TRAINING MANAGER					1.00													1.00
27	TRAINING SPECIALIST (ADMIN SUPPORT)				1.00														1.00
28	TRAINING SPECIALIST (COMPUTER SUPPORT)				1.00														1.00
29	TRAINING SPECIALIST LEAD				1.00														1.00
	TOTAL		1.00	1.00	11.50	8.00	1.00	22.63	2.00	1.00	2.00	7.00	10.00	1.00	11.33	2.00	2.00	5.00	88.46

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SUBCONTRACTOR TEMPLATE

Name	Classification (e.g. Woman)	CY	FTEs	Non-labor Cost	Total Proposed Cost	Cost/Hour	Product/Service Description